

STRATA COUNCIL MEETING MINUTES**WEDNESDAY, MARCH 15, 2006****CEDARBROOKE VILLAGE - STRATA PLAN LMS 531****TIME & LOCATION:**

7:00 p.m. – Recreation Room
555 West 28th Street
North Vancouver, BC

2006 STRATA COUNCIL**PRESIDENT**

Harry Carruthers

VICE PRESIDENT/COMMUNICATIONS

Ginny Martin - #305

TREASURER/MAINTENANCE

Bruce Morris - #216

SECRETARY

Vicki Parton - #701

LANDSCAPING

Maria Malcolm - #803

AT LARGE

Keith Blyth - #404

Michael Fortney - #508

STRATA MANAGER

Tanya Millage

BAYWEST MANAGEMENT

300 – 1770 BURRARD STREET
VANCOUVER, BC V6J 3G7

Phone: 257-0325

Direct: 714-1530

Direct Fax: 592-3694

Email: tmillage@baywest.ca

PRESENT:

Bruce Morris
Michael Fortney
Vicki Parton
Ginny Martin
Maria Malcolm

REGRETS:

Harry Carruthers
Keith Blyth

Tanya Millage, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 7:05 p.m. by Tanya Millage. A quorum was established.

(2) ADOPTION OF PREVIOUS COUNCIL MINUTES

It was moved and seconded to adopt the minutes of the Council meeting of February 7, 2006, with the following amendment:

Section 3 (a), third paragraph should refer to the 300 block, and not the 200 block.

CARRIED

(3) PREVIOUS BUSINESS**3.1 EXTERIOR STAIR REPAIRS**

The Vice-President reported that the President will be contacting the Engineer to obtain the amended and final drawings for the stair repairs. Once obtained, quotes will be obtained for the work.

3.2 LAUNDRY CONTRACT

Council reviewed a summary of the laundry contract options from Coinamatic. As there is still clarification required, the Manager will request further information from Coinamatic so that a decision may be made at the next meeting. In addition, the Vice President will conduct a survey of 300 block residents to determine if an additional washer is needed.

*Maria Malcolm joined the meeting at this time.

3.3 BOILER REPAIRS

In follow up to discussion at the last meeting, Council reviewed quotes and a spread sheet provided by the Maintenance Committee pertaining to the boiler repairs and maintenance. As it does not appear that all contractors were quoting on the same items, the Manager will obtain suitable quotes from the contractors so that a decision may be made at the next meeting.

3.4 DRAINAGE ISSUES

The Maintenance Committee explained details of quotes that were received to address the drainage issues under some of the buildings. As Council requires further details on one of the quotes, the Manager will obtain these details for the next meeting.

3.5 INSURANCE CLAIM

Council received correspondence and a quote from the insurance adjuster handling the claim that arose in January due to damage caused to a carport and surrounding area. After review, it was decided to proceed with the quote provided by the adjuster. The adjuster will also be advised that there is one large shrub that requires attention as a result of the damage, and that the Strata Corporation will submit the invoice for that portion, once the landscaping contractor undertakes the work.

3.6 GARBAGE CONTRACT

Council reviewed an additional quote for garbage service. After discussion, it was moved and seconded to accept the contract with WSI for the monthly amount of \$1,050.00 plus GST for a one year extension, (to Feb. 2007), when Smithrite will be considered at that time.

CARRIED

3.7 AIR VENT INSTALLATION

In follow up to discussions regarding the strata lot that installed a laundry vent onto the exterior of the building without Council approval, it was reported that the President has not yet had the opportunity to view this venting and make recommendations for remedial work.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

Council reviewed the December year-end financial statements that were provided by Stratawest. Council raised concern with the estimated deficit of over \$20,000.00 that was reported. This represents a \$20,000 gas accrual, (estimate for December). The Manager advised Council that in accordance with the *Strata Property Act*, the Strata Corporation is required to eliminate the deficit through this new fiscal year by undertaking prudent spending. Should complete elimination not be possible, additional funding to pay off the deficit will be proposed at the next Annual General Meeting.

It was then moved and seconded to accept the financial statements for the period ending December 31, 2005 as received. **CARRIED**

4.2 ACCOUNTS RECEIVABLE

The Manager reported that as of the date of the meeting, several owners were in arrears for monthly strata fees. The Manager advised that most were due to the change in Management, and that statements have been forwarded to those that have not set up payment arrangements as yet. The Manager also reported that there are four owners in serious arrears, and Council agreed that those owners should be forwarded demand letters to bring their accounts to date.

Owners are once again reminded that Strata fees are due on the first of every month, without invoice. A \$25.00 late penalty will be charged on late payments. Additionally, a lien will be placed against the title of strata lots if the strata fees over \$1,000. The lien charge is \$ 400.00 plus g.s.t. which will be charged to the delinquent owner's account.

(5) COMMITTEE REPORTS

5.1 MAINTENANCE REPORT

The Maintenance committee reported that one owner had reported an issue with the heating within her suite. It was determined that the issued pertained to a faulty thermostat, and the device has since been replaced.

A Council member inquired to the committee as to the status of a hole that located in an area of the driveway in the north east corner. It was advised that this is a City repair, and an inquiry will be made to them. In the interim, Tibi will be requested to place the grate back onto the hole.

5.2 LANDSCAPING COMMITTEE

The Landscaping Committee provided a written report that noted that a clean up of the rhodo's and spring tune up, have begun. Ongoing spring pruning will be undertaken over the next month.

Council members requested that some staking be undertaken on some of the shrubs, and the committee will direct the landscaping contractor accordingly.

5.3 SOCIAL CLUB REPORT

Bruce Morris reported for the Social Club that a potluck will be held for St. Patrick's Day, on March 17. A notice will be posted with the details. In addition, it was reported that the Social Club is currently seeking new furniture for the facility and will be undertaking minor redecorating to spruce up the room. All improvements will be approved by Council prior to the work being undertaken.

There was also discussion on the licensing issue where Council met with the Social Club on March 2. Minutes were prepared and will be distributed.

5.4 COMMUNICATIONS COMMITTEE

The Communications Committee, (formerly the Publishing Committee), reported that the March newsletter will be distributed shortly.

5.5 FACILITIES COMMITTEE

It was advised that a Facilities Committee has not been commenced as yet.

5.6 STRATA MANAGER REPORT

The Strata Manager reported that Baywest has been undertaking the transition between Management Companies, and the transfer of files.

Council members noted that space will be organized on site to permit the storage of old files. Once space is determined, the files will be transferred to the site.

(6) NEW BUSINESS

6.1 SPRING DUMPSTER & GARAGE SALE

It is reminded that the spring cleaning dumpster will be arriving on April 21 and will be on site for 10 days. In addition, the garage sale will take place Saturday, April 29th. Details will be provided in the March newsletter.

6.2 WINDOW CLEANING & STORAGE SHELVING

A Council member advised that an owner recently had their windows cleaned by a contractor that produced very favourable results. In addition, a contractor had dropped info cards on storage shelving that his company sells. Further details will be provided to owners in the upcoming newsletter, for those that may be interested.

(7) CORRESPONDENCE

7.1 REPAIR REQUEST

The Manager provided Council with a repair request from an owner. The owner stated that two bricks on her fireplace are missing, and that repainting of her balcony is required.

The owner will be advised that that maintenance committee will investigate the areas and will report to Council if the repairs are Strata responsibilities.

7.2 DRIVEWAY REPAIRS

Council reviewed an email that was received from an owner reporting that steps leading to the office require repair, and that there is a large hole adjacent to a wall that requires new blacktop.

Tibi will be requested to undertake these repairs.

7.3 FENCE REPAIR

An owner requested Council approval to remove a small portion of fence, and a shrub that are possible dangers due to their leaning. Council approved the repair as provided in a drawing submitted by the owner.

7.4 BATHTUB REPLACEMENT

An owner submitted a letter to advise that she will be replacing her tub and taps in the near future. The owner raised concern that the beam that the tub sits on may be rotted and will need replacement while the tub is removed.

The owner will be requested to advise the maintenance committee when the old tub is being removed so that an inspection may be undertaken. It is thought that the repairs likely due to old caulking that is leaking, and such a repair would be the responsibility of the strata lot owner.

7.5 REPAIR REIMBURSEMENT

An owner submitted a note and invoice for a repair to a fence that the owner hired a handyman to undertake. The owner requested reimbursement for the \$40.00 handyman charge. Due to the absence of the President, Council members will determine if authorization was provided to the owner to undertake the repair. If not, the owner will not be reimbursed.

<p>FOR GREATER EFFICIENCY AT MEETINGS AND TO ENSURE YOUR ISSUES ARE ADDRESSED, RESIDENTS ARE ADVISED THAT THE CUT OFF FOR RECEIVING CORRESPONDENCE IS ONE WEEK PRIOR TO THE NEXT MEETING.</p>
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<p>IN ADDITION, RESIDENTS ARE REQUESTED TO FORWARD ALL CORRESPONDENCE TO THE STRATA MANAGER, RATHER THAN DROPPING TO A COUNCIL MEMBER. THIS WILL ENSURE INCLUSION ON THE AGENDA. SUCH CORRESPONDENCE MAY BE MAILED, PLACED IN THE OFFICE BOX, EMAILED, OR FAXED.</p>

(8) NEXT COUNCIL MEETING

The next Council meeting will be held on Tuesday, April 4, 2006 at 7:00 p.m.

(9) ADJOURNMENT

There being no further business, the meeting was adjourned at 9:40 p.m.

TIME & LOCATION:

7:00 p.m. – Recreation Room
555 West 28th Street
North Vancouver, BC

2006 STRATA COUNCIL**PRESIDENT**

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PRESENT:

Harry Carruthers
Ginny Martin
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Michael Fortney
Bruce Morris
Maria Malcolm
Keith Blyth

Tanya Millage, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 7:05 p.m. by Tanya Millage. A quorum was established.

(2) ADOPTION OF PREVIOUS COUNCIL MINUTES

It was moved and seconded to adopt the minutes of the Council meeting of March 15, 2006 as distributed.

CARRIED

(3) PREVIOUS BUSINESS**3.1 EXTERIOR STAIR REPAIRS**

The President presented the engineered plans and specifications for the 200, 500 and 900 buildings' stair replacements. The Manager will now distribute the plans to three contractors in order to obtain bids on the project.

* Keith Blyth joined the meeting at this time.

3.2 LAUNDRY CONTRACT

The Vice-President reported that she had conducted a survey of residents of the 300 building and it was determined that only one suite is utilizing the laundry

facilities provided.

Council then reviewed the usage details provided by Coinamatic. Based on the details provided and discussion on the current needs of residents, it was moved and seconded to proceed with accepting the Coinamatic proposal for replacement of all 13 sets of machines

with updated models of the top load machines. Two members opposed, but the motion was **CARRIED**.

3.3 BOILER REPAIRS & MAINTENANCE

In follow up to discussions at the last meeting, Council first reviewed updated quotes for boiler related repair items. Of the two additional contractors, both visited the site and both provided opinions that many of the items listed by the initial contractor, are not required at this time. Based on this advice, these items will not be undertaken until required.

Council also reviewed three proposals for carrying out preventative maintenance on the mechanical systems. Two of the three contractors suggested that an initial cleaning of the boilers should be undertaken. After review, it was moved and seconded to accept the proposal from Latham's to undertake an initial cleaning at a cost of \$7,020.00 plus GST, and then an annual maintenance at a cost of \$995. plus GST. **CARRIED**

It was decided that that initial cleaning of the boilers will be undertaken in June and the maintenance in September.

3.4 DRAINAGE ISSUES

In follow up to Section 3.4 of the previous minutes, Council reviewed options for addressing drainage issues that are present in some of the buildings' crawlspaces.

After review, it was moved and seconded to attempt the least expensive options first. This will entail Tibi digging trenches in buildings' 200 and 300, (both annexes), and re-instituting the sump pumps missing in the 300 block main building. In addition, a proposal from DMS Mechanical to auger and flush three areas of concern at an hourly rate was also accepted.

CARRIED

3.5 INSURANCE CLAIM

The Manager and Council members reported that the insurance claim work would be commencing as soon as weather permits. This is due to some of the work requiring fair weather. In addition, the insurance adjuster has agreed to cover the costs of shrub replacement, and any changes to the fence that are required as a result of the damage.

3.6 GARBAGE CONTRACT

Council reviewed the final proposal from WSI for garbage contract service. As the contractor has now agreed to the terms requested from Council, the Manager will proceed with signing the contract. This contract will be in place until November 2007.

3.7 AIR VENT INSTALLATION

The President advised that he had not had the opportunity to discuss remediation with the owners that had installed an exterior vent for their new laundry machines. Instead, it was decided that the Manager will contact the strata lot owners in question and advise them that

they must provide a proposal for improved venting esthetics by the next meeting, as the current vent is not approved or accepted by Council.

3.8 PREVIOUS REPAIR REQUEST

The Maintenance Committee reported that he and Tibi had viewed the area of missing bricks, (exterior), and deck painting that an owner had requested. It is advised that there are no bricks missing, but there are small corners of bricks that are not whole. It is thought that these have been in this state since the bricks were installed. With regards to the deck repainting, Tibi will be requested to proceed with repainting the deck in the Cedarbrooke colour.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

Council reviewed the January and February financial statements that were provided by Stratawest.

It was then moved and seconded to accept the financial statements for the periods ending January 30 and February 28, 2006 as received. **CARRIED**

4.2 ACCOUNTS RECEIVABLE

The Manager reported that as of the date of the meeting, eighteen owners were in arrears for monthly strata fees totaling \$14,321.26. The Manager also reported that three owners were forwarded demand letters advising that if their accounts are not brought to date within 21 days, liens will be registered against their strata lots. To date, none of these owners have brought their accounts to date. An update will be provided at the next meeting.

Owners are once again reminded that Strata fees are due on the first of every month, without invoice. A \$25.00 late penalty will be charged on late payments. Additionally, a lien will be placed against the title of strata lots if the strata fees over \$1,000. The lien charge is \$ 400.00 plus g.s.t. which will be charged to the delinquent owner's account.

(5) COMMITTEE REPORTS

5.1 MAINTENANCE REPORT

The Maintenance committee reported: power washing will be undertaken shortly, several light bulb replacements are being completed with energy efficient bulbs, Tibi has mapped the shut offs for Council members, and that a leaking valve was repaired by Tibi. Council reiterated the desire to have all shut offs identified and tagged in case of emergency.

5.2 LANDSCAPING COMMITTEE

The Landscaping Committee reported: several more rose bushes were stolen from the front entrance way bed and the committee will discuss options of replacement with the landscape contractor; that due to funding limitations, options for addressing the front entrance will be discussed for next year; spring lawn care is underway; the landscape contractor will be undertaking shrub transplants; and that shrub replacement for the area damaged by the motorhome will be decided and undertaken.

5.3 SOCIAL CLUB

Bruce Morris reported that the Social Club is currently seeking new furniture for the pub, and the furniture should be available in coming weeks. Council requested Mr. Morris obtain specifications and photo's from the Club prior to undertaking any upgrades, as it is necessary that Council provide prior approval for any changes.

5.4 COMMUNICATIONS COMMITTEE

The Communications Committee reported that once the required information is obtained, the spring newsletter will be completed and distributed.

5.5 STRATA MANAGER REPORT

The Strata Manager did not provide a formal report.

(6) NEW BUSINESS

6.1 STRATA EMPLOYEE ISSUES

The Maintenance Committee provided a suggestion that Council consider increasing the mileage allowance for Tibi, from the current 25 cent per km that is currently being paid. In keeping with increased gas costs, it was moved and seconded to increase the mileage allowance to 40 cents per km.

CARRIED

In addition, the Manager will discuss acceptable mileage charges with Tibi.

Council also briefly discussed the need to institute a proper employee contract for Tibi, to ensure fairness to both the employee and the Strata Corporation. Members will work on requirements of the contract over coming months.

6.2 DECK REPAIR OPTIONS

A Council member provided a discussion document pertaining to the ongoing and future repair of decks. The discussion includes requirements of the Strata Corporation and owners with respect to the Limited Common Property balconies and patios. Future discussions on the topic will take place until a course of action, if any, is required.

(7) CORRESPONDENCE

7.1 MISCELLANEOUS REPAIR REQUESTS

Council received a letter from an owner requesting that four maintenance and repair items be undertaken. The owner requested the fence in visitor's parking be repaired, that chimney inspections be undertaken, that ants in her unit be addressed, and that the owner's balcony be placed on the replacement list.

The owner will be advised that fence will be repaired, that chimney inspections will be undertaken in the fall, and that she will be added to the deck replacement list. However, the owner will be advised that the Strata Corporation will not address garden-variety ants, and that the owner is encouraged to place traps for the ants.

7.2 WASHER/DRYER REPLACEMENT

An email was received from an owner requesting permission to upgrade her in-suite laundry machines. The owner will be advised that Council permission is not required for this replacement.

7.3 MISCELLANEOUS REPAIR REQUESTS

An owner submitted a letter outlining three items of maintenance and repairs that are required. These were: that ants be addressed in her unit, that a gate be installed in a fence leading to the garden, and advice that the facing on the adjacent balcony is in need of replacement.

The owner will be reminded that she is to supply a Council member with a sample of the type of ants that are present, that Council members will view the fence area to determine if a gate is required, and that the facing on the balcony will be repaired by Tibi.

7.4 DECK REPAIRS

A letter was received from an owner requesting that repairs be made to her balcony railing. The owner will be advised that the maintenance committee will view the area and determine if repairs can be undertaken this year.

7.5 GATE REPAIR

An owner submitted an email requesting that the gate on the north end of the property be repaired due to the gate no longer locking. The owner will be advised that Tibi will make the required adjustments.

7.6 WINDOW REPAIR

The Manager provided Council with a letter from an owner that advised that there is visible rot in their window frames that will require repair prior to the owner undertaking window replacements.

The Manager will contact a contractor to attend to the repair.

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(8) NEXT COUNCIL MEETING

The next Council meeting will be held on Tuesday, May 2, 2006 at 7:00 p.m. It was further decided that Council meetings would now be held on the first Tuesday of each month.

(9) ADJOURNMENT

There being no further business, the meeting was adjourned at 10:00 p.m.

TIME & LOCATION:

7:00 p.m. – Recreation Room
555 West 28th Street
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Bruce Morris
Harry Carruthers
Keith Blyth

REGRETS:

Ginny Martin
Maria Malcolm

Tanya Millage, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 7:10 p.m. by Tanya Millage. A quorum was established.

(2) ADOPTION OF PREVIOUS COUNCIL MINUTES

It was moved and seconded to adopt the minutes of the Council meeting of April 4, 2006 as distributed. **CARRIED**

(3) PREVIOUS BUSINESS**3.1 EXTERIOR STAIR REPAIRS**

In follow up to Section 3.1 of the previous minutes, Council received three quotes for undertaking the stair replacements at buildings' 200, 500 & 900. All quotes were based on the specifications provided by an engineering firm.

After review and discussion on possible additions to the work, it was moved and seconded to accept the quote from Penguin Contracting in the amount of \$15,720.00 plus GST. As well within budget, there remains room for additional work that may be required to one of the areas being addressed. **CARRIED**

3.2 DRAINAGE ISSUES

In follow up to Section 3.4 of the previous minutes, it was reported that DMS Mechanical undertook successful drainage auguring and flushing to three areas that required such. In addition to these areas, it was advised that buildings' 200 & 300 require drain cleaning in areas under the buildings. As there is some urgency that the drainage issues get resolved, it was decided to proceed with having DMS auger and flush these areas, and to place a camera within the lines to determine the condition of the lines. DMS will also be requested to

provide a schematic of their findings. The cost of the work is on a time and materials basis, so the final cost will be reported once the invoice is received.

It was further noted that Tibi has now reinstalled the sump pumps into the buildings that required such. This should provide assisted drainage for the basement areas of those affected buildings.

*Keith Blyth joined the meeting at this time.

3.3 INSURANCE CLAIM

It was reported that the contractor undertaking the insurance claim work has almost completed the work as required, and that the landscape contractor has removed the damaged shrub. The Manager will discuss the deductible payment with the insurance agent, as there was previous advice to Council that the Strata Corporation would not be responsible to cover this expense.

One owner provided a concern upon advice from Council Members that the damaged fence will not be replaced. In an effort to address the owner's concerns, while improving the look of this area, it was decided to obtain a quote from the landscape contractor to install an arbour in the area instead. This should provide the privacy for the owner as well as an improved look to the area. A decision will be made once the quote is obtained.

3.4 LAUNDRY VENTING

In follow up to Section 3.7 of the previous minutes, Council received a response from owners of a strata lot that have a laundry vent installed improperly. The owners advised that they would remove the venting in accordance with the Council request. Council members confirmed that the venting has now been removed.

3.5 STRATA EMPLOYEE CONTRACT

It was advised that drafting of a new Strata Employee contract is still in progress.

3.6 DECK REPAIR OPTIONS

It was reported that options for deck repair responsibilities is still in progress, but that further discussion on the matter should be possible for the next meeting.

3.7 FENCE GATE

The Secretary reported that she had viewed the fence area that may require access for the resident to water the surrounding beds and lawn. As it would be of continued benefit to the strata for the owner to continue to water these areas, it was decided to have Tibi install a step to the owner's patio that would allow access to the grounds. It was advised that a gate is not required.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

Council reviewed the March financial statements that were provided by Baywest. It was noted that as March was the first month of Baywest preparing the statements, a number of expenses were not showing due to late receipt of some invoices.

It was then moved and seconded to accept the financial statements for the period ending March 31, 2006 with some clarification being required from the accountant at Baywest.

CARRIED

4.2 ACCOUNTS RECEIVABLE

The Manager reported that as of the date of the meeting, seventeen owners were in arrears for monthly strata fees totaling \$11,619.76. The Manager also reported that of the three owners forwarded demand letters warning of liens if their accounts were not brought to date, one paid their account within the allotted time, and two had liens placed. One of those owners has since paid half of the outstanding amount, while the other has made an agreement to pay the entire outstanding amount in mid-May.

The Manager further reported that four additional strata lots have not paid any strata fees since Baywest has taken over the management. Should those accounts not be brought to date by June, demand letters will be forwarded to those owners and their mortgage holders.

Owners are once again reminded that Strata fees are due on the first of every month, without invoice. A \$25.00 late penalty will be charged on late payments. Additionally, a lien will be placed against the title of strata lots if the strata fees over \$1,000. The lien charge is \$ 400.00 plus g.s.t. which will be charged to the delinquent owner's account.

(5) COMMITTEE REPORTS

5.1 MAINTENANCE REPORT

The Maintenance committee reported that power washing of the east side of the complex has been completed, and that breezeways and other areas will be completed shortly. The committee also provided recommendation that drain clearing be undertaken to problem areas. Council accepts the report for filing and advises that the problem drainage areas will be undertaken as stated in Section 3.2 of these minutes.

5.2 LANDSCAPING COMMITTEE

The Landscaping Committee provided a written report noting several areas that were addressed by the landscape contractor in April, and advising of continued spring items that will be carried out in May. Council accepts the report for filing.

5.3 SOCIAL CLUB

Council inquired as to whether the Social Club has applied for the Society License, and signed up their members as required by the Liquor Board. It was advised that these items have not been undertaken to date. Given that it is necessary for the Social Club to meet these requirements, the Treasurer will contact the Social Club President for an update and report back to council at the next meeting. The President also noted that it is possible to increase the occupancy of the room to 42 persons by application. Lastly, a Council member recommended for the record that the Social Club be more answerable to Council due to the Liquor License being in the name of the Strata Plan and Strata Council being responsible for it.

5.4 COMMUNICATIONS COMMITTEE

The Communications Committee is awaiting committee reports, and will distribute the newsletter for Council approval once those are received.

5.5 STRATA MANAGER REPORT

The Strata Manager reported that Tibi has requested temporary assistance be brought in to assist with some of the repair projects that will be required during the summer. Tibi will be requested to provide a list of which projects require assistance so that Council can determine how much assistance is required.

(6) NEW BUSINESS

6.1 BASEMENT FLOOD

It was reported that a drain backed up in the basement of the 300 block south building on Good Friday. This caused flooding to areas of the basement including locker rooms. A restoration crew and plumber attended to address the situation. The invoice has now been received and Council disputes some of the charges listed. The Manager will advise the contractor that some of the charges are incorrect and must be adjusted prior to payment.

There was confusion with the emergency contact information during this after hour's emergency. The Manager advised that since the incident, the contact sheet has been updated to list the correct contacts for the on-call person.

6.2 KITCHEN DRAIN BACK-UP

It was reported that there was a recent incident of a drain back up into a lower unit kitchen in the 400 block main building. A plumber attended and augured the line, and determined that the issue was most likely a result of poorly garburated food from a unit above. The owner where the back up occurred has requested that the Strata Corporation cover the cost of personal possessions that became damaged from the water. As personal effects are not covered by the Strata Corporation, the owner will regrettably be required to cover the replacements at her own cost.

As a determination that the issue was caused by the suite above, was not made at the time of the incident, it will not be possible to charge the owner back for the plumbing invoice. However, the Manager suggested that in future, Council should ensure that the plumber gains access to an above unit at the time so that the source may be investigated.

All residents are reminded to ensure proper garburator use at all times. This includes ensuring that items such as tea bags or coffee grounds are not placed into the device, and that only small amounts of food waste are placed at one time. Finally, it is advised that it is necessary to continue run the water into the drain for 10 seconds after the device has been shut off. Please note that all future blockages will be inspected by a plumber to determine cause and if found, all charges will be billed to the owner.

6.3 ROOF INSPECTIONS

In accordance with approval from owners at the previous AGM, proposals were received from roofing inspection companies to provide for full roof assessments at Cedarbrooke. As one company has provided previously favourable work for the complex, the President will obtain clarification on their proposal to determine what items are included. Once obtained, Roof-Tech will be provided with approval to proceed with the assessment.

6.4 STORAGE ROOM ACCESS

In response to an inquiry from an owner, a discussion took place on whether owners with items stored in the common storage rooms should receive keys. The owner in question had suggested that owners should be permitted to access the rooms at their own convenience instead of having to make appointments with the storage committee members.

After discussion it was decided that current access provisions to the rooms are as stated within the rules that were approved by owners. Therefore, keys will not be provided to individual owners. Please note the following Bylaw – Section 41, 8:

- (8) With respect to the common storage rooms:
 - (a) no flammables, i.e. oil based paint, thinners, propane, gas, etc.
 - (b) no upholstered furniture, no bed mattresses, etc.
 - (c) no carpets or underlay.
 - (d) no empty boxes; boxes can be flattened and stored in lockers.
 - (e) large boxes must be filled and sealed.
 - (f) all items to be clearly labeled with owners name and unit number.
 - (g) only owners/residents who live in Cedarbrooke may have items stored.
 - (h) the strata council or storage committee reserves the right to limit space, allotment, length of time certain items are to be stored,
 - (i) appliances in working order may be stored,
 - (j) patio furniture, steamer trunks and large suitcases may be stored,
 - (k) other items may be approved by the Storage Committee
 - (l) Owners shall have access to the common storage rooms:
 - (i) only in the presence of a member of the Storage Committee or, in the absence of such a member, the owner's Block Captain, who shall have the right to inspect the goods to be stored or moved.
 - (ii) Upon at least 48 hours notice

6.5 SGM

Council noted the need to proceed with conducting a Special General Meeting to legally address the winding up of Cedarbrooke Apartments and Cedarbrooke Holdings. The Manager will consult her schedule to determine when a meeting will be possible, and booking arrangements will be made for a date in June.

6.6 POOL OPENING

Council Members noted that the pool will be opening in mid May for the season. A list of requirements for the pool maintenance and opening was provided to the Manager to pass along to Tibi.

(7) CORRESPONDENCE

7.1 AGM MINUTES

A letter was received from a tenant who was requesting clarification on whether tenants are to receive minutes of meetings, and inquiring as to the procedure for corresponding with Council members.

The tenant will be provided with a copy of the AGM minutes that were unintentionally not delivered, and will be advised that Council does provide minutes of the meetings. The tenant will also be advised that all residents should communicate routine issues with Council via the Strata Manager.

7.2 BALCONY RAILING REPAIRS

Two separate emails were received from owners requesting that balcony railings be addressed. Tibi will be requested to investigate the repair requests and undertake if required.

REMINDER -- FOR GREATER EFFICIENCY AT MEETINGS AND TO ENSURE YOUR ISSUES ARE ADDRESSED, RESIDENTS ARE ADVISED THAT THE CUT OFF FOR RECEIVING CORRESPONDENCE IS ONE WEEK PRIOR TO THE NEXT MEETING.

IN ADDITION, RESIDENTS ARE REQUESTED TO FORWARD ALL CORRESPONDENCE TO THE STRATA MANAGER, RATHER THAN DROPPING TO A COUNCIL MEMBER. THIS WILL ENSURE INCLUSION ON THE AGENDA. SUCH CORRESPONDENCE MAY BE MAILED, PLACED IN THE OFFICE BOX, EMAILED, OR FAXED.
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(8) NEXT COUNCIL MEETING

The next Council meeting will be held on Tuesday, June 6, 2006 at 7:00 p.m.

(9) ADJOURNMENT

There being no further business, the meeting was adjourned at 9:50 p.m.

TIME & LOCATION:

7:00 p.m. – Recreation Room
555 West 28th Street
North Vancouver, BC

2006 STRATA COUNCIL**PRESIDENT**

Harry Carruthers

VICE PRESIDENT/COMMUNICATIONS

Ginny Martin - #306

TREASURER/MAINTENANCE

Bruce Morris - #216

SECRETARY/LANDSCAPING

Vicki Parton - #701

STORAGE COMMITTEE

Keith Blyth - #404

SOCIAL COMMITTEE

Michael Fortney - #508

STRATA MANAGER

Tanya Millage

BAYWEST MANAGEMENT
300 – 1770 BURRARD STREET
VANCOUVER, BC V6J 3G7

Phone: 257-0325

Direct: 714-1530

Direct Fax: 592-3694

Email: tmillage@baywest.ca

PRESENT:

Harry Carruthers
Vicki Parton
Keith Blyth
Ginny Martin
Michael Fortney
Bruce Morris

REGRETS:

Maria Malcolm

Tanya Millage, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 7:00 p.m. by the Council President. A quorum was established.

(2) ADOPTION OF PREVIOUS COUNCIL MINUTES

It was moved and seconded to adopt the minutes of the Council meeting of May 2, 2006 as distributed. **CARRIED**

(3) PREVIOUS BUSINESS**3.1 EXTERIOR STAIR REPAIRS**

In follow up to Section 3.1 of the previous minutes, the Manager reported that Penguin Contracting has scheduled the commencement of the stair replacements for June 19. Prior to the contractor ordering the stairs, the Manager will verify with the City whether it is a Building Code requirement that the new stairs contain closed risers. If not a requirement, the costs for the project could be reduced. An update will be provided for the next meeting.

*Bruce Morris joined the meeting at this time.

3.2 DRAINAGE ISSUES

In follow up to Section 3.2 of the previous minutes, it was reported that DMS Mechanical has undertaken drain auguring and flushing to the 300 and 200 buildings, and provided a hand written report on the findings. While the contractor noted that many areas were cleared successfully, there are areas that will require further work or investigation. As Council wishes to complete this project, the contractor will be requested to attend a site meeting with Council to review the issues still facing some of the drainage areas. Council will then be in a better position to determine a resolve to the issues.

In addition, it was reported that the invoice for clearing drains in the 400 and pool buildings as well as the one driveway drain in April was received. The cost to have the four drains cleared totaled \$399.96 including taxes.

3.3 INSURANCE CLAIM

In follow up to Section 3.3 of the previous minutes, it was reported that the insurance claim repairs have been completed with the exception of the fence replacement, (noted below), and that the insurance company will be seeking recovery of all costs from the driver who was charged.

In the interim, the insurer has advised that they will contribute \$419.90 of the \$1,100 cost of the arbor that is to replace the fence in front of the 1200 building. It was noted that Council was previously advised that the insurer would cover \$837.80 of this cost due to this being the figure to replace the fence, as is. Therefore, the Manager will discuss this matter with the insurance adjuster to attempt to receive the previously agreed amount. Despite the cost, Council will proceed with having the landscape contractor build and install the new arbor.

3.4 STRATA EMPLOYEE CONTRACT

It was reported that members have been working on a draft copy of a new employee contract and duties. The new documents would ensure clarification for both the Strata Corporation and the employee, Tibi Kosa. The draft proposal will be reviewed at the next meeting.

3.5 DECK REPAIR OPTIONS

A discussion report on whether the Strata Corporation is bound to continue with extended deck alteration repairs was undertaken and provided by Michael Fortney. It was then moved and seconded to accept the report, and Council extended appreciation to Mr. Fortney for undertaking the project.

After detailed discussion on the growing costs of repairing these limited common property decks that have been extended into common property over the years, it was decided to first obtain a legal opinion on the Strata Corporation's requirements to repair these improvements that were made for the sole benefit of those individual strata lot owners. The Manager will attempt to obtain the legal opinion for the next meeting. In the interim, no further deck repairs will be undertaken on ground level decks that have been extended.

3.6 FENCE GATE

In follow up to Section 3.7 of the previous minutes, Council received correspondence from the owner who was requiring access to the adjacent garden in order to water the plant beds. As there appears to have been some misinterpretation on the matter, it is clarified that the balcony railing that is in need of repair will be repaired, and that a gate and step will also be installed.

3.7 ROOF INSPECTIONS

In follow up to Section 6.3 of the previous minutes, the President reported that he had received clarification from the roofing inspector as to which areas are to be inspected. As the quote is a year old, the contractor will update the quote. If in order, the President will provide approval for Roof-Tech to proceed with the inspections.

3.8 POOL OPENING

As most are aware, the pool has now been opened for the season. A number of repairs and preparations were undertaken prior to opening, but repair to the women's shower floor is still pending. As the scope of the repair may be extensive, a quote will be sought for the item.

In accordance with reports from residents, it is reminded that residents may have a maximum of two guests at the pool, and that pool users that are under 14 years of age must be accompanied and supervised by an adult that is over 19 years old.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

The Manager reported that the Baywest Accounting Manager is in the working to resolve the issue of the asset reporting for the holding companies. Background information is being obtained, and the issue should be completed within the June statements.

It was then moved and seconded to accept the financial statements for the period ending April 30, 2006 pending the resolve of the above noted issue. **CARRIED**

4.2 ACCOUNTS RECEIVABLE

The Manager reported that as of the date of the meeting, thirteen owners were in arrears for monthly strata fees totaling \$9,934.00. The Manager also reported that of these, three more owners will be forwarded demand letters to bring their accounts to date, or liens will be registered against their strata lots.

In addition, it was noted that one owner in serious arrears has confirmed a payment plan to eliminate the serious arrears of his strata lot. Council accepted the payment plan.

Owners are once again reminded that Strata fees are due on the first of every month, without invoice. A \$25.00 late penalty will be charged on late payments. Additionally, a lien will be placed against the title of strata lots if the strata fees over \$1,000. The lien charge is \$ 400.00 plus g.s.t. which will be charged to the delinquent owner's account.

(5) COMMITTEE REPORTS

5.1 MAINTENANCE REPORT

The Maintenance committee reported details of the drain clearing that was undertaken, and recommended that further repairs be undertaken to address the issues. It was further reported that a leak from a stack of kitchen drains is occurring in the 400 building. The plumber that undertook the initial drain clearing will be brought in to investigate the issue due to the leak being behind the wall of a unit. An update will be provided at the next meeting.

5.2 LANDSCAPING COMMITTEE

In the absence of the Landscaping Committee Chair, the President advised that Maria Malcolm has regrettably tabled her resignation from Council and the committee. Ms. Malcolm advised that she will be moving from the complex, and other time commitments will not enable her to commit to her Council duties prior to moving. Council wishes to thank Maria for her valuable contribution over the past year and a half.

Council then discussed whether it would be of benefit to replace this seventh member, and who would take on the Landscaping Committee. After discussion it was decided that the remaining six members are sufficient to carry out the duties of Council. It was further moved and seconded to elect Vicki Parton as the new Landscaping Committee Chair for the remainder of the fiscal year. Upon Ms. Parton's acceptance, the motion was **CARRIED**.

5.3 SOCIAL CLUB

The President reported that he had spoken to the Social Club Chair to invite him to this evening's meeting. The Social Chair regrettably could not attend due to other commitments, but would like to attend the next meeting. Council looks forward to an update from the Social Club as to the status of several pending issues including the application for the Society License.

It was decided to elect a Social Committee Chair from Council to draft and make recommendations for the Committee's terms of Reference, coordinate non pub events and liaise with owners. It was a unanimous decision of Council to elect Michael Fortney to this position. Mr. Fortney will review the current booking form as well, and present to Council for approval at the next meeting.

5.4 COMMUNICATIONS COMMITTEE

The Communications Committee reported that the upcoming newsletter would be distributed shortly. Item to be included, were obtained from members during the meeting.

5.5 STORAGE COMMITTEE

The Storage Committee Chair advised that concerns have been raised from some residents with respect to lack of access into the common storage rooms when they require such. Residents are therefore reminded that anyone on the storage committee may be contacted

to provide access into these rooms, with 48 hours notice. Access does not need to be provided from the committee persons in the residents' respective building, but can be from anyone on the committee.

5.6 STRATA MANAGER REPORT

The Strata Manager reported that Tibi has confirmed that there are several projects that require assistance to complete. Mr. Kosa has determined that he will require assistance for two weeks in August to complete such projects as railing replacements and high gutter repairs. Council accepts this requirement, and a helper will be obtained for the projects.

(6) NEW BUSINESS

6.1 EMPLOYEE VACATION

Council received advice from Tibi Kosa that he will be taking one week's holiday in early August. Council accepts the advice.

(7) CORRESPONDENCE

7.1 FLOOR REPAIRS & RENTAL REQUEST

Two letters were received from an owner with respect to repairs that are required to her hardwood flooring as a result of building settlement, and the request to rent her unit.

With respect to the hardwood flooring repairs, the lawyer undertaking the legal opinion will be requested to address this issue as well. It was noted that this repair would be very extensive and costly for the Strata Corporation due to several strata lots having the same issue.

With regards to the rental request, the owner will be provided with approval to rent her unit due to the number of current rentals being below that of the rental restriction number. The owner will have 90 days to obtain a tenant, or she will be required to request approval once again.

7.2 DECK REPAIRS

Several letters were received from owners requesting that deck repairs be undertaken on their ground level decks. (See 3.5 above). As these decks are all extended wooden decks, repairs will not be undertaken until the legal opinion is received from a strata lawyer. If it is determined that the Strata Corporation must undertake these repairs, the projects will be completed during the summer months.

7.3 EXTERIOR REPAIRS

Council received correspondence from multiple residents requesting various exterior repairs be addressed. These included sidewalk cracks that require repair, a breezeway railing that is in need of replacement, and areas of the carport that require painting.

Of these: the breezeway railing and the carport painting will be placed onto Tibi's list of repairs, but it was noted that the sidewalk crack is not considered a safety issue at this time and will therefore not be repaired this year.

7.4 SKUNKS

Three letters were received from owners requesting that Council address the skunk issue that is currently present. As it is Council's opinion that traps are both expensive and ineffective, it is advised that traps will not be placed this year. However, Tibi will be directed to block off the areas under buildings that these animals are nesting in. It is hoped that this will discourage their visits.

7.5 RENTALS & FENCE REPLACEMENT

Two letters were received from an owner commenting on rentals within the complex, and requesting that the fence at the 1200 building be replaced. The owner's comments on rentals will be acknowledged, and she will be advised that the new arbor will be proceeding shortly.

7.6 NOISE COMPLAINT

An email was received from an owner issuing a complaint regarding specific residents that are very noisy when they leave the pub on Friday nights. As this issue has been ongoing, the Manager will forward a warning letter to the owners identified.

<p>REMINDER -- FOR GREATER EFFICIENCY AT MEETINGS AND TO ENSURE YOUR ISSUES ARE ADDRESSED, RESIDENTS ARE ADVISED THAT THE CUT OFF FOR RECEIVING CORRESPONDENCE IS ONE WEEK PRIOR TO THE NEXT MEETING.</p>
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<p>IN ADDITION, RESIDENTS ARE REQUESTED TO FORWARD ALL CORRESPONDENCE TO THE STRATA MANAGER, RATHER THAN DROPPING TO A COUNCIL MEMBER. THIS WILL ENSURE INCLUSION ON THE AGENDA. SUCH CORRESPONDENCE MAY BE MAILED, PLACED IN THE OFFICE BOX, EMAILED, OR FAXED.</p>

(8) NEXT COUNCIL MEETING

The next Council meeting will be held on Tuesday, July 4, 2006 at 7:00 p.m.

(9) ADJOURNMENT

There being no further business, the meeting was adjourned at 10:05 p.m.

<p><i>Please keep these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.</i></p>

SPECIAL GENERAL MEETING MINUTES**TUESDAY, JUNE 13, 2006****CEDARBROOKE VILLAGE - STRATA PLAN LMS 531****VENUE**

Delbrook Recreation Centre
600 West Queens Road
North Vancouver, BC

**STRATA COUNCIL
2006****PRESIDENT**

Harry Carruthers

**VICE-PRESIDENT /
COMMUNICATIONS**

Ginny Martin

TREASURER / MAINTENANCE

Bruce Morris

SECRETARY / LANDSCAPING

Vicki Parton

STORAGE

Keith Blyth

SOCIAL

Michael Fortney

STRATA MANAGER

Tanya Millage

BAYWEST MANAGEMENT

300 -1770 BURRARD ST.

VANCOUVER, BC V6J 1M8

Email: tmillage@Baywest.ca

Phone: 604-257-0325

Fax: 604-736-5044

Direct Line: 604-714-1530

PRESENT:

51 Strata Lots Represented

15 In Person

36 By Proxy

Tanya Millage, Baywest Management Corporation

(1) CALL TO ORDER

The President called the meeting to order at 7:05 pm.

**(2) CALLING THE ROLL AND CERTIFICATION OF
PROXIES**

A total of 131 strata lots were eligible to vote at this Special General Meeting. The *Strata Property Act* requires one third of the owners eligible to vote be present in person or by proxy to constitute a quorum. A quorum in this instance would require representation from 44 strata lots. As there were 51 strata lots represented, 15 in person and 36 by proxy, the meeting was declared competent to proceed with the business at hand.

(3) PROOF OF NOTICE OF MEETING

It was moved by #315 and seconded by #915 that proper notice of meeting had been provided according to the requirements of the *Strata Property Act*.

FIFTY-ONE (51) IN FAVOUR, NONE (0) OPPOSED, NONE (0)
ABSTAINED CARRIED

**(4) CONSIDERATION OF 3 / 4 VOTE "A" – TRANSFER
OF SHARES**

BE IT THEREFORE RESOLVED:

On a ¾ vote by the owners of Strata Plan LMS531 that the Strata Corporation LMS 531 sell, transfer, assign and ratify the sale, transfer, and assignment of all the issued shares in Cedarbrooke Apartments Ltd. (being One Common Share) to John Gregory for the sum of TWENTY THOUSAND (\$20,000.00) DOLLARS.

It was moved by #601 and seconded by #807 to approve ¾ Vote "A" as presented.

The President provided those in attendance with a brief history of the holding companies, and explained the rationale behind the proposal. The President described the involvement of cost and administration that would be necessary in continuing retain the holding companies, and noted that as these involvements would not be of benefit to the Strata Corporation, Council is recommending the sale as offered by John Gregory.

Following discussion and questions, a vote was called to approve $\frac{3}{4}$ Vote "A" as presented.
FORTY-SEVEN (47) IN FAVOUR, FOUR (4) OPPOSED, NONE (0) ABSTAINED CARRIED

(5) CONSIDERATION OF 3 / 4 VOTE "B" – ALLOCATION OF FUNDS

BE IT THEREFORE RESOLVED:

On a $\frac{3}{4}$ vote by the owners of Strata Plan LMS531 that the Strata Corporation LMS 531 transfer the sum of TWENTY THOUSAND (\$20,000.00) DOLLARS received for the sale of Cedarbrooke Apartments Ltd. to the 2006 Operating Budget to offset the 2005 deficit.

It was moved by #306 and seconded by #404 to approve $\frac{3}{4}$ Vote "B" – Allocation of Funds as presented.

The President explained the deficit that has been retained in the operating budget as result of large unforeseen gas expenditures at the end of the 2005 fiscal year.

As there were no further questions, a vote was called to approve $\frac{3}{4}$ Vote "B" – Allocation of Funds as presented.

FIFTY-ONE (51) IN FAVOUR, NONE (0) OPPOSED, NONE (0) ABSTAINED CARRIED

* While no new business was placed on the agenda for this special meeting, owners did discuss the following matters:

- An owner suggested that Council consider holding the AGM after the fiscal year has ended so that the year-end financial figures could be gained prior to owners voting on the budget. The owner was advised that the AGM is held just prior to the end of the fiscal year so that new maintenance fees and project funding are in place for the beginning of the new year.
- An owner suggested that due to the high gas costs, consideration be given to individual metering for gas fireplaces. The owner was advised that this proposal was made at the last AGM, with no success.
- The President announced the resignation of Council Member, Maria Malcolm due to her moving from the complex in August.

(6) ADJOURNMENT

There being no further business, it was moved and seconded to adjourn the meeting at 7:45 p.m.

Please keep these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

CEDARBROOKE VILLAGE - STRATA PLAN LMS 531**TIME & LOCATION:**

7:00 p.m. – Recreation Room
555 West 28th Street
North Vancouver, BC

2006 STRATA COUNCIL**PRESIDENT**

Harry Carruthers

VICE PRESIDENT/COMMUNICATIONS

Ginny Martin - #306

TREASURER/MAINTENANCE

Bruce Morris - #216

SECRETARY/LANDSCAPING

Vicki Parton - #701

STORAGE COMMITTEE

Keith Blyth - #404

SOCIAL COMMITTEE

Michael Fortney - #508

STRATA MANAGER

Tanya Millage

BAYWEST MANAGEMENT
300 – 1770 BURRARD STREET
VANCOUVER, BC V6J 3G7

Phone: 257-0325

Direct: 714-1530

Direct Fax: 592-3694

Email: tmillage@baywest.ca

PRESENT:

Harry Carruthers
Vicki Parton
Michael Fortney
Bruce Morris
Keith Blyth
Bruce Morris

Tanya Millage, Baywest Management Corporation
Ralph Erickson, Social Club President

(1) CALL TO ORDER

The meeting was called to order at 7:00 p.m. by the Council President. A quorum was established.

1.1 GUEST – RALPH ERICKSON, SOCIAL CLUB

The Social Club President attended the meeting to address Council on Social Club issues. Mr. Erickson reported that the Social Club has purchased new tables and chairs for the recreation room at a \$400 cost to the Social Club, that the piano has been removed from the room to make way for a table that would be more accommodating. The Social Club also has plans for redecorating with new carpet, a new sink, new cupboards and a new bar surface. As previously requested by Council, the Social Club is now requesting Council approval to undertake the changes, and is requesting Council undertake minor repairs to the plumbing. The Social Club also raised concern that they were being unfairly blamed for noise and other issues during social room functions.

Council made several inquiries pertaining to the status of the licensing process that the Social Club was desirous of undertaking, the current licensing particulars and the ownership of items within the room. Council also advised

the Club President that prior Strata Council approval must be sought to make any changes to the room given that the Strata Corporation, and not the Social Club, owns the room. Council also clarified that it was the Social Club's intention in becoming a registered society so that in future, they can obtain a Liquor License – Club. There has been no application or action on this to date. In the mean time, the Social Club must provide a list of all its members to Council, and must adhere to all licensing requirements.

After Mr. Erickson vacated the meeting, Council decided to provide approval for only the new table and chairs with conditions. The Manager will forward a letter to the Club President outlining the requirements that must be satisfied.

(2) ADOPTION OF PREVIOUS COUNCIL MINUTES

It was moved and seconded to adopt the minutes of the Council meeting of June 6, 2006 as distributed. **CARRIED**

(3) PREVIOUS BUSINESS

3.1 EXTERIOR STAIR REPAIRS

In follow up to Section 3.1 of the previous minutes, the President reported that the stair project is slightly behind schedule due to investigation into whether the stair risers must be closed in accordance with Building Code. The President has spoken to a City inspector and has determined that the possibility of installing open risers exists. A Council member will therefore apply for the permit and submit the required documentation. Once the permit is obtained, the contractor can begin the replacements.

3.2 DRAINAGE ISSUES

In follow up to Section 3.2 of the previous minutes, it was reported that DMS Mechanical attended a site tour with Council members to outline the proposal for addressing the drainage issues. The contractor recommends tying the downspouts on buildings 200 and 300 back into the catch basins as previously designed. The cost to undertake this work would be for two drainage techs over two full days.

After review, it was moved and seconded to accept the quote from DMS Mechanical at a cost of up to \$3,000 to undertake the drainage repairs. **CARRIED**

3.3 INSURANCE CLAIM

In follow up to Section 3.3 of the previous minutes, Council received advice from the Insurance Adjuster confirming that the insurer will cover \$839.00 of the cost to install the arbour in replacement of the fence damaged by the vehicle.

The Landscape Chair will follow up with the contractor to undertake the project.

3.4 STRATA EMPLOYEE CONTRACT

Council members reported that the employee contract has not been completed for review as yet. Further discussion should be possible for the next meeting.

3.5 DECK & FLOOR REPAIRS

Council reviewed two opinions received from a lawyer specializing in Strata matters. The legal opinions were in response to a Council inquiry into extended deck repairs and hardwood repairs in suites.

With regards to the hardwood repairs, the lawyer advised that the Strata Corporation is required to undertake repairs to original flooring if the damage is caused by a deficiency or failure in a building component. As it is Council's opinion that the cause of some hardwood buckling is due to natural settlement that occurred previously and not to a failure, it is not thought that the Strata Corporation is responsible to repair the floors at this time. However, Council will contact a professional surveyor to inspect the crawl space to determine if any leveling is required. The owner previously requesting repair of the hardwood floor will be advised of the decision.

The second opinion dealt with the repair of extended ground level decks. The legal opinion stated that the Council is responsible to repair common property at all times, and limited common property repairs that occur less often than once per year in the absence of a written agreement from the strata lot owner. It was noted by Council members that the recent requests to repair decks came from strata lots that do not have such agreements. After a lengthy discussion, it was decided to provide those strata lot owners with an option to repair the decks. The owners will be advised that the Strata Corporation will undertake repair of the decks, but the deck sizes will be returned to the Limited Common Property size indicated on the registered Strata Plan, due to the current decks extending into common property. Alternatively, the owners may repair the decks at their own undertaking and cost, but these owners will be required to sign an agreement taking responsibility for the decks. While Council feels that some owners may be unhappy with this decision, it is Council's intention to ensure that the Strata Corporation is not undertaking costly repairs that are not warranted. The Manager will respond to those owners that requested deck repairs recently.

3.6 ROOF INSPECTIONS

In follow up to Section 3.7 of the previous minutes, it was reported that Roof-Tech has begun inspections of the cedar roofs and will provide a sampling of the carport roofs in the report. It is hoped that the inspection report will be provided for the next meeting.

3.7 SHOWER FLOOR REPAIR & POOL INSPECTION

In follow up to Section 3.8 of the previous minutes, the Manager provided Council with two quotes to undertake repair of the women's shower floor. One contractor would only provide an estimate based on time and materials due to the unknown condition of the support under the shower base. The other contractor provided a firm quote that would include repair of a limited amount of unseen damage. After review, it was moved and seconded to accept the quote from NewStone Technologies in the amount of \$1,450 plus GST. **CARRIED**

Council also received the annual pool inspection report from the City of North Vancouver. The pool has passed inspection, but it was noted that painting of the stairs is required prior to

the opening in 2007. Council is investigating the stair painting that would be undertaken once the pool closes for the season.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

The Manager reported that the changes to the financial statements to properly reflect the holding companies would be shown in the June statements.

It was then moved and seconded to accept the financial statements for the period ending May 31, 2006 pending the resolve of the above noted issue. **CARRIED**

4.2 ACCOUNTS RECEIVABLE

The Manager reported that as of the date of the meeting, thirteen owners were in arrears for monthly strata fees totaling \$11,799. The Manager also reported that of these, one further strata lot has had a lien registered. A second strata lot will have a lien placed if an agreed extension is not met. In addition, an owner that had previously provided a payment plan has not met the first payment. The Manager will follow up with that owner, and if no payment is made, a lien will be placed onto the unit.

Owners are once again reminded that Strata fees are due on the first of every month, without invoice. A \$25.00 late penalty will be charged on late payments. Additionally, a lien will be placed against the title of strata lots if the strata fees over \$1,000. The lien charge is \$ 400.00 plus g.s.t. which will be charged to the delinquent owner's account.

(5) COMMITTEE REPORTS

5.1 MAINTENANCE REPORT

The Maintenance committee reported gutter upgrades are required to some of the gutters on various buildings. The President advised that he will contact the Leaf Guard contractor to obtain pricing for the upgrades.

The committee also suggested that a helper(s) be obtained for Tibi during the two-week period in August. This person could assist with areas of exterior painting. In response to Council inquiries, the committee will provide Council with details of what is needed for the period.

5.2 LANDSCAPING COMMITTEE

The Landscaping Committee reported that 3 new planters were purchased for the pool area with the help of many volunteers and flowers were planted in the pool area. 2 Rose bushes were replaced at the front entrance. Lawnhoppers is working around the perimeter of the property – trimming trees and bushes away from the buildings and gutters. Weed control was

started last Thursday and will continue this Thursday – weather permitting. Residents with requests are reminded to contact the gardening committee by email or note in the gardening mailbox.

5.3 SOCIAL COMMITTEE

The Social Committee reported that he has reviewed the existing booking form, and will be providing a draft form with recommended changes at the next meeting. Once a new form is decided upon, residents will receive the new form for their files.

5.4 COMMUNICATIONS COMMITTEE

The Communications Committee requested Council input for the upcoming newsletter. Once completed, the newsletter will be distributed.

5.5 STORAGE COMMITTEE

The Storage Committee Chair did not provide a formal report.

5.6 STRATA MANAGER REPORT

The Strata Manager provided Council with copies of letters that were sent to owners recently with respect to balcony storage and items, vehicle insurance requirements, behaviour at the pool, and a door replacement.

(6) NEW BUSINESS

6.1 EMERGENCY REPORT

Council received a copy of the emergency report generated after a complaint was received about a noisy pump and water running in the 300 building north annex. The site staff attended to the issue the next day and reported that the noise was caused from the sump pump hose being blocked, (someone removed a 2X4 from under the lid of the catch basin). The problem was addressed at that time.

(7) CORRESPONDENCE

7.1 DECK REPAIR CLARIFICATION

An email was received from an owner who wished to clarify to Council that her deck is not one of the extended ones as noted in the reply to her request to have her deck repaired. The Manager was directed to confirm the size of this deck on the strata plan and advise the owner accordingly.

7.2 RENTAL REQUEST

Council received an email from an owner requesting permission to rent his unit for a short period of time. As there is currently one rental space available, the Manager will provide the

owner with approval to rent at this time. Owners are advised that this rental now brings the number to the limit of five. Therefore, further rentals will not be permitted without hardship requirements being met.

7.3 PARTY COMPLAINT

Council received two complaints from owners reporting infractions that occurred during a recent social room booking. The owners noted overcrowding, extended time in the pool, and noise.

The offending owner will be provided with a warning letter on the matter, and owners are advised that the social committee will strictly enforce all future bookings.

One of the owners also inquired as to the status of the one Cedarbrooke owned rented parking stall, and repairs to an area of fence. The owner will be advised accordingly.

7.4 CITY OF NORTH VANCOUVER

Council reviewed a letter received from the City of North Vancouver, which advised of the drainage upgrades being made at the entrance to the property. It is noted that the upgrades are now underway, and the City will be undertaking all required repairs.

<p>REMINDER -- FOR GREATER EFFICIENCY AT MEETINGS AND TO ENSURE YOUR ISSUES ARE ADDRESSED, RESIDENTS ARE ADVISED THAT THE CUT OFF FOR RECEIVING CORRESPONDENCE IS ONE WEEK PRIOR TO THE NEXT MEETING.</p>
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<p>IN ADDITION, RESIDENTS ARE REQUESTED TO FORWARD ALL CORRESPONDENCE TO THE STRATA MANAGER, RATHER THAN DROPPING TO A COUNCIL MEMBER. THIS WILL ENSURE INCLUSION ON THE AGENDA. SUCH CORRESPONDENCE MAY BE MAILED, PLACED IN THE OFFICE BOX, EMAILED, OR FAXED.</p>

(8) NEXT COUNCIL MEETING

The next Council meeting will be held on Tuesday, August 1, 2006 at 7:00 p.m.

(9) ADJOURNMENT

There being no further business, the meeting was adjourned at 9:55 p.m.

<p><i>Please keep these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.</i></p>

CEDARBROOKE VILLAGE - STRATA PLAN LMS 531**TIME & LOCATION:**

7:00 p.m. – Recreation Room
555 West 28th Street
North Vancouver, BC

2006 STRATA COUNCIL**PRESIDENT**

Harry Carruthers

VICE PRESIDENT/COMMUNICATIONS

Ginny Martin - #306

TREASURER/MAINTENANCE

Bruce Morris - #216

SECRETARY/LANDSCAPING

Vicki Parton - #701

SOCIAL COMMITTEE

Michael Fortney - #508

STRATA MANAGER

Tanya Millage

BAYWEST MANAGEMENT
300 – 1770 BURRARD STREET
VANCOUVER, BC V6J 3G7

Phone: 257-0325
Direct: 714-1530
Direct Fax: 592-3694
Email: tmillage@baywest.ca

PRESENT:

Vicki Parton
Bruce Morris
Ginny Martin
Michael Fortney
Harry Carruthers

Tanya Millage, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 7:00 p.m. by the Strata Manager. A quorum was established.

(2) ADOPTION OF PREVIOUS COUNCIL MINUTES

It was moved and seconded to adopt the minutes of the Council meeting of July 4, 2006 with the following amendment: the list of those present at the meeting should include Ginny Martin, instead of listing Bruce Morris as present twice. **CARRIED**

(3) PREVIOUS BUSINESS**3.1 SOCIAL CLUB REQUIREMENTS**

In follow up to Section 1.1 of the previous minutes, Council received the members' list from the Social Club as requested. It was also noted that the application for a Society License is underway, and Bruce Morris confirmed that Council would be provided with ongoing status reports on the latter item. It was noted that to date, the Social Club has not provided a list of repairs that are required in the room, and Bruce Morris will ensure this list is supplied.

Finally, Council received an email from the Social Club President who advises that the old table and chairs are being stored under the pub at this time. As Council had previously requested that these items be disposed of off site once the new items were delivered, it was decided to dispose of the items into the bin that is planned for the fall clean up.

3.2 EXTERIOR STAIR REPAIRS

In follow up to Section 3.1 of the previous minutes, it was reported that the President has met with an inspector from the City to discuss possible permit requirements for the stair

replacements. The inspector has indicated that to retain stairs without closed risers, further details would be required from Council and an engineer. The President will be providing the details necessary, so that the stair replacement can proceed. An update will be provided at the next meeting.

3.3 DRAINAGE

In follow up to Section 3.2 of the previous minutes, it was reported that DMS Mechanical has undertaken the drainage repairs as planned. As there has been very little rain, success has not been determined as yet. The basements where the drainage changes were made will be monitored during the course of rainy periods.

3.4 FENCE REPLACEMENT

In follow up to Section 3.3 of the previous minutes, it was reported that the landscape contractor is unable to undertake the fence replacement at building 1200 due to time constraints. However, another contractor has viewed the area and will be providing a quote shortly. If the pricing is acceptable, the project will proceed as soon as possible.

3.5 STRATA EMPLOYEE CONTRACT

Council members reported that the new contract for the Strata employee is still in progress.

3.6 ROOF INSPECTIONS

In follow up to Section 3.6 of the previous minutes, Council was provided with a draft of the roof inspection report completed by Roof-Tech. As the report is lacking several details, the inspector has been requested to provide these necessary details before providing the final report. This should be available for the next meeting.

3.7 SHOWER FLOOR REPAIR

In follow up to Section 3.7 of the previous minutes, it was reported that when the concrete contractor removed the base of the shower in the women's change room, a substantial amount of rot was discovered in wall of the shower. As this contractor does not specialize in wood related repairs, two contractors have been requested to quote on completing the repairs so that New Stone may complete the concrete work. It was decided that the Strata Manager will provide approval to the least expensive quote once obtained. An update will be provided at the next meeting.

3.8 RENTAL PARKING STALL

The Manager reported that after review, it appears that the one rental stall is available due to no-one paying rent over the last number of months. As Council is aware of a specific tenant using the stall, the tenant will be contacted to discuss further rental and payment. If no longer required, owners will be advised of the available rental.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

It was moved and seconded to accept the financial statements for the period ending June 30, 2006 as distributed. **CARRIED**

At the close of the meeting, the President provided the funds from purchaser of the Holding Companies. The \$20,000 cheque will be deposited in the operating fund to assist with offsetting the deficit that occurred at the end of the 2005 fiscal year.

4.2 ACCOUNTS RECEIVABLE

The Manager reported that as of the date of the meeting, nine owners were in arrears for monthly strata fees totaling \$7,967. The Manager also reported that of these, one owner has made the first installment of an agreed payment plan, while another owner that has lien placed, has partially paid the balance.

Owners are once again reminded that Strata fees are due on the first of every month, without invoice. A \$25.00 late penalty will be charged on late payments. Additionally, a lien will be placed against the title of strata lots if the strata fees over \$1,000. The lien charge is \$ 400.00 plus g.s.t. which will be charged to the delinquent owner's account.

(5) COMMITTEE REPORTS

5.1 MAINTENANCE REPORT

The Maintenance committee reported that Tibi Kosa has unexpectedly taken his vacation time until August 29, due to an overseas family emergency. In the interim, the helper that was hired to assist Tibi with certain projects will attend to power washing and pool maintenance in Tibi's absence.

It was also reported that thus far, the drainage repairs appear to be successful.

5.2 LANDSCAPING COMMITTEE

The Landscaping Committee reported that the landscape contractor is continuing with general clean up, and has attended to some requests received from owners. In addition, the bark mulch has been ordered.

It was also reported that there are many dry areas where the shrubs and lawn are dying due to lack of watering by surrounding residents. The committee chair suggested hiring a student until the end of September to areas specified. It was agreed to hire a resident student for up to \$150.00.

5.3 SOCIAL COMMITTEE

The Social Committee provided Council with a draft of the new rental agreement for social events. Certain changes will be made, and the final draft will be provided for the next meeting.

5.4 COMMUNICATIONS COMMITTEE

The Communications Committee advised that a newsletter will be sent out shortly, and Council input was requested no later than the coming weekend.

In addition, the communications chair reported that she had been receiving inquiries into the Cedarbrooke web site. The committee reports that the web site has not been maintained recently, and a volunteer to undertake the ongoing web management would be welcomed.

5.5 STORAGE COMMITTEE

It was reported that due to having moved from his unit, Keith Blyth has officially resigned his position on Council. As the storage contacts for each building have been set up and this is proving successful for most, it was decided not to replace this position for the remainder of the year. In addition, it was decided not to fill the vacant council position given the limited number of meetings remaining in the fiscal year.

5.6 STRATA MANAGER REPORT

The Strata Manager provided Council with copies of letters that were sent to owners recently with respect to bylaw infractions. In addition, the time strata employee time sheets for June and July were provided for the President to review. This will assist in determining the ongoing projects that have been completed.

(6) NEW BUSINESS

6.1 BOILER CLEANING

Council received the invoice received from Latham's for undertaking the first annual maintenance of all boilers. It was noted that some additional work to gas pilot lights was required.

6.2 CHIMNEY & VENT CLEANING

Council reviewed a quote received from a chimney and vent cleaning service. The quote suggested chimney inspections and cleaning, as well as dryer vent cleaning for individual dryers and the common dryers. To be more effective, it was decided that the common dryer vents and the chimneys would be undertaken as separate projects. While the chimney cleaning is at a cost to individual strata lot owners, Council notes that it is imperative that owners have the chimneys inspected and cleaned to ensure safety and insurance requirements. Council members will coordinate a cleaning date for owners to sign up for.

With regards to the dryer vent cleaning, the Manager will obtain another quote for cleaning the common dryers. Owners will also have the opportunity to have their own dryer vents cleaned during this project, at their own cost. It is highly recommended that owners undertake professional cleaning of their dryer vents on a regular basis. This ensures fire safety by reducing lint build up, and ensures proper drying times.

6.3 EMERGENCY REPORT

The Manager provided Council with an after hours emergency report received from an owner reporting a noisy boiler. It was advised however, that the noise was emitted from a pump, and site staff attended to the item the next day. Tibi has also ordered another pump to retain in inventory for future.

(7) CORRESPONDENCE

7.1 RAILING REPAIR

A letter was received from an owner requesting that his balcony railing be repainted. The Manager reported that this item has been placed onto the projects list for the site staff.

7.2 LEAK & REPAIRS

Two emails were received from an owner with respect to repair items required, and a leak that has been occurring in her bathroom for some time. With respect to the repair items, most are being attended to as regular maintenance. With regards to the leak, the owner will be advised that the previous ceiling stains and leak were caused by the upstairs neighbour, and the Strata will therefore not become involved in the repairs.

*Harry Carruthers joined the meeting at this time, and Sections 3.3 & 3.6 were then discussed.

7.3 RENTAL REQUEST

A letter was received from an owner requesting that he be placed onto the rental waiting list, now that the rental restriction limit has been reached. The Manager advised that she has placed the owner onto the list as requested.

7.4 RESPONSE TO LETTER

Council received a response to a letter sent to an owner after the last meeting. In the initial letter, the owner was requested to discontinue parking a large truck that does not fit into a parking stall and is sometimes uninsured, and was advised of complaints pertaining to noise at the pool and within the strata lot. The owner responded that the truck does have storage insurance and does fit into the parking stall by parking on the separation line. The owner also advised that the noise issues would not occur in future.

The owner will be advised that the truck does not properly fit in the parking stall and must therefore be parked in one of the 2 spots designated by Council.

7.5 DECK REPAIRS

A letter of response was received from an owner who is disputing Council's advice on the repair of extended decks. It is the owner's contention that the particular deck was built by employees of the Strata Corporation, and that the strata should therefore continue to maintain the deck. Council is concerned that these extended decks are contravening the Strata Property Act due to the these extensions into common property not previously receiving the required $\frac{3}{4}$ vote from owners to alter common property. Council is also concerned that these decks are not in keeping with the Strata Plan that was filed in Land Titles. In an effort to rectify the situation in a legal manner that would provide repairs to the decks, but would ensure that no future extensions would be granted, further discussion is required. Such discussion will be included on the next agenda.

7.6 TREE REMOVAL

A response was received from an owner confirming that he has removed the dead tree he planted, as requested. Council thanks the owner for his cooperation.

7.7 FLOORING & STEP REPAIR

An email was received from an owner requesting that she be placed on the list of those units being inspected for flooring defects, and requesting that a common exterior step be replaced. It has since been clarified to the owner that no in-suite inspections of flooring are being undertaken. Only that a surveyor will inspect under the 900 block building to determine if some form of leveling is required after years of natural settlement. The strata will not be undertaking the floor repairs. The owner was also advised that the step is being added to the list of projects.

7.8 SIGN INSTALLATION

Council reviewed an email received from an owner who voiced her disgust at the "no trespassing", and realtor sign gallow placed at the entrance. The owner was advised that Council placed both signs in an attempt to tidy the area for realtors signs, and to provide authority to request uninvited visitors leave the site.

7.9 DRAINAGE REPAIRS

A letter was received from an owner reporting the mess left behind by the drainage contractors. The owner has since been advised that it was necessary to upturn some plant beds in order to undertake the drainage repairs. However, the landscape contractor will be addressing the beds as regular course of action.

7.10 GAS CHARGES

A note was received from an owner requesting that Council discontinue charging her for gas to her fireplace due to the owner having the gas pilot turned off. The owner will be advised that gas charges will continue unless the owner wishes to have the gas line removed to her unit as a permanent change.

7.11 ATTIC LIGHT

An email was received from an owner who reported a light on in the attic above a number of shared units. Site staff inspected the attic and found no storage, but did find a single bulb hanging. Therefore, no further action will be taken.

7.12 REPAIR ITEMS

A letter listing several repair items was received from an owner. The owner will be responded to accordingly.

7.13 RESPONSE TO LETTER

Council reviewed a response received from an owner who was recently requested to discontinue parking his truck in a no parking area. The owner advised that he will continue to park in the area as he considers this to be his right. In addition, the owner requested the floor in his unit be inspected; requested permission to rent his unit based on hardship, and reported a noisy pump. The owner will be advised that his truck will be towed from the no parking area, that the floors are not being inspected in any units, that his ability to rent is denied based on his reasons, and that the pump is at the same noise levels.

(8) NEXT COUNCIL MEETING

The next Council meeting will be held on Tuesday, September 5, 2006 at 7:00 p.m.

(9) ADJOURNMENT

There being no further business, the meeting was adjourned at 10:00 p.m.

Please keep these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

TIME & LOCATION:

7:00 p.m. – Recreation Room
555 West 28th Street
North Vancouver, BC

2006 STRATA COUNCIL**PRESIDENT**

Harry Carruthers

VICE PRESIDENT/COMMUNICATIONS

Ginny Martin - #306

TREASURER/MAINTENANCE

Bruce Morris - #216

SECRETARY/LANDSCAPING

Vicki Parton - #701

SOCIAL COMMITTEE

Michael Fortney - #508

STRATA MANAGER

Tanya Millage

BAYWEST MANAGEMENT

300 – 1770 BURRARD STREET
VANCOUVER, BC V6J 3G7

Phone: 257-0325

Direct: 714-1530

Direct Fax: 592-3694

Email: tmillage@baywest.ca

PRESENT:

Harry Carruthers
Vicki Parton
Michael Fortney
Ginny Martin

REGRETS:

Bruce Morris

Tanya Millage, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 7:05 p.m. by the Strata Manager. A quorum was established.

(2) ADOPTION OF PREVIOUS COUNCIL MINUTES

It was moved and seconded to adopt the minutes of the Council meeting of August 8, 2006 as distributed.

CARRIED

*Ginny Martin joined the meeting at this time.

(3) PREVIOUS BUSINESS**3.1 SOCIAL CLUB REQUIREMENTS**

Due to the absence of Bruce Morris, an update on the status of social club application was not provided.

3.2 EXTERIOR STAIR REPAIRS

In follow up to Section 3.2 of the previous minutes, the President provided Council with a letter that had been forwarded to the City to request an exemption for the closed risers to the stair replacements. A response should be received shortly. Should approval be granted, the

project will commence as soon as possible.

3.3 FENCE REPLACEMENT

In follow up to Section 3.4 of the previous minutes, it was reported that another quote was received to replace the fence east of the 1200 building. As the cost of \$650.00 plus GST was appropriate, the contractor has been provided with approval and the project will commence likely within a week.

3.4 SHOWER FLOOR REPLACEMENT

In follow up to Section 3.7 of the previous minutes, it was reported the same contractor undertaking the fence replacement, will also be completing the shower floor repairs. This work will also commence shortly.

3.5 ROOF INSPECTION REPORT

The President provided further details received from the roofing inspector to include in the report. The report notes that there are some roofs identified as requiring more immediate work than others. As Council would prefer to obtain further insight into the findings and options of how to proceed, the engineer will be contacted to attend a meeting with Council within the next three weeks. Council members will then compile a summary of the report and will provide copies to all owners.

3.6 DRYER VENT CLEANING

In follow up to Section 6.2 of the previous minutes, the Manager advised that she has not yet received a second quote for cleaning of the common dryers. The quote will be available for the next meeting.

3.7 DECK EXTENSION REPAIRS

In follow up to Section 7.5 of the previous minutes, Council discussed options for presentation to owners at the next AGM. The options would provide for repair of the extended ground level decks. In order to better determine the number of these decks, site staff will be requested to provide a list of all extended decks. Further discussion will be undertaken at the next meeting.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

Due to the absence of the Treasurer, adoption of the financial statements for July was deferred to the next meeting.

4.2 ACCOUNTS RECEIVABLE

The Manager reported that as of the date of the meeting, twelve owners were in arrears for monthly strata fees totaling \$9,506.46. The Manager also reported that of these, three owners are in serious arrears.

Owners are once again reminded that Strata fees are due on the first of every month, without invoice. A \$25.00 late penalty will be charged on late payments. Additionally, a lien will be placed against the title of strata lots if the strata fees over \$1,000. The lien charge is \$ 400.00 plus g.s.t. which will be charged to the delinquent owner's account.

(5) COMMITTEE REPORTS

5.1 MAINTENANCE REPORT

Due to the absence of Bruce Morris, no maintenance report was provided. It was noted however, that Tibi Kosa has now returned to work after three weeks away.

5.2 LANDSCAPING COMMITTEE

The Landscaping Committee reported that there have been a number of recent comments on the state of the landscaping from residents, and that a review of the contract work will be discussed with the landscape contractor.

5.3 SOCIAL COMMITTEE

The Social Committee provided Council with a final draft of the new rental agreement for social events. After making minor amendments, it was moved and seconded to adopt the document as a rule. Owners will receive a copy of the rule for ratification at the next AGM.

5.4 COMMUNICATIONS COMMITTEE

The Communications Committee requested Council input and clarification on items so that the upcoming newsletter could be distributed shortly.

5.6 STRATA MANAGER REPORT

The Strata Manager did not provide a formal report.

(6) NEW BUSINESS

6.1 FIRE DEPARTMENT INSPECTION

It was reported that the Fire Marshall would be undertaking the annual inspection the day after the meeting. A report on the findings will be provided at the next meeting. In addition, the Manager was directed to contact Vancouver Fire & Safety to undertake fire extinguisher replacement as required.

6.2 POOL PUMP REPAIR

It was reported that Latham's attended the site to replace a pump that services the pool. As a replacement pump was located on site, the cost was kept to a minimum.

6.3 GUTTER CLEANING

The Manager provided Council with a quote that was received from a contractor for fall gutter cleaning. Council advises that review of gutter cleaning quotes will be undertaken in the fall so that a cleaning could be undertaken in late November, once all leaves have fallen.

(7) CORRESPONDENCE

7.1 TRUCK PARKING

A response was received from an owner who was requested to discontinue parking his truck in a no parking area. The owner advised that due to other residents using the area, he will not discontinue parking in the area specified.

As this resident has now moved from the building, the issue has been resolved at this time.

7.2 RENOVATION REQUEST

Council reviewed a request from a new owner who is seeking approval to undertake renovations within her strata lot that include partially removing a kitchen wall. As the project will be overseen by an architect who will ensure that the structural components are not compromised, approval is granted with the condition that an alteration agreement is supplied.

7.3 PET CLARIFICATION

An email was received from an owner requesting clarification as to whether pets are permitted on the lawn areas. The owner advised that her daughter was harassed by another resident when walking her dog. Council advises that owners are strongly encouraged to take their dogs off the property when "walking". The bylaws prohibit use of the lawns for any activity, and walking dogs would be included in this.

7.4 COMPOST REMOVAL

Council received an email from an owner who is requesting Council direct her neighbour to remove or relocate a compost bin that has become odorous. It is noted that this issue was present last year, and the neighbour will be forwarded a letter requesting removal of the compost bin.

7.5 HOT WATER ISSUE

A letter with attachments was received from an owner reporting an ongoing issue with inconsistent supply of hot water in her unit. The owner will be advised that Council is investigating the issue and is in the process of obtaining a report from Latham's. Review of the report should be forthcoming for the next meeting.

7.6 REPAIR ITEMS

A letter was received from an owner requesting address of repairs needed to his hallway floor, patio floor and hot water in his shower. The owner will be advised that as per the last minutes, no flooring repairs will be undertaken at this time and that the deck repairs are currently being reviewed. With regards to the hot water, it is suspected that the issue is in-suite and the owner will be advised that he must undertake this repair on his own.

7.7 MISCELLANEOUS ITEMS

Comments were received from an owner with respect to items that were in the previous minutes. Council will acknowledge the owner's input.

7.8 SHAW CABLE

A letter was received from Shaw Cable to advise of a price increase for September 1. The cost per unit will now be \$30.85, which is still lower than individual service. Adjustments will be made to the proposed budget accordingly.

7.9 TRUCK PARKING

The Manager provided Council with a letter received from an owner who was previously requested to address the over parking of a truck, as well as the lack of insurance on the vehicle. The owner supplied a copy of the storage insurance, but noted that the truck parks within the boundaries of the parking stall.

The owner will be thanked for supplying the insurance, but will be advised that the truck does not fit under the carport properly and a suggestion will be made to consider the neighbour who has great difficulty parking due to the size of the truck.

7.10 PATIO COVER REQUEST

Council received a letter from an owner requesting permission to install a cover over their ground level patio. As the request details were unclear, the owner will be requested to provide further details so that a decision may be made at the next meeting.

7.11 PARKING ISSUE

A suggestion was received from an owner to address the parking issue that occurs when some residents park illegally. The owner suggested a sign be installed to advise of no parking. Council advises that the issue has been resolved currently due to the truck in question not being present at this time.

7.12 BOAT STORAGE

A Council member received a letter from an owner issuing a complaint of a boat being parked under a carport. As the boat does not fit under the carport properly, a letter will be forwarded to the boat owner to request removal.

(8) NEXT COUNCIL MEETING

The next Council meeting will be held on Tuesday, October 3, 2006 at 7:00 p.m.

(9) ADJOURNMENT

There being no further business, the meeting was adjourned at 9:55 p.m.

STRATA COUNCIL MEETING MINUTES**TUESDAY, OCTOBER 3, 2006****CEDARBROOKE VILLAGE - STRATA PLAN LMS 531****TIME & LOCATION:**

7:00 p.m. – Recreation Room
555 West 28th Street
North Vancouver, BC

2006 STRATA COUNCIL**PRESIDENT**

Harry Carruthers

VICE PRESIDENT/COMMUNICATIONS

Ginny Martin - #306

TREASURER/MAINTENANCE

Bruce Morris - #216

SECRETARY/LANDSCAPING

Vicki Parton - #701

SOCIAL COMMITTEE

Michael Fortney - #508

STRATA MANAGER

Tanya Millage

BAYWEST MANAGEMENT
300 – 1770 BURRARD STREET
VANCOUVER, BC V6J 3G7

Phone: 257-0325

Direct: 714-1530

Direct Fax: 592-3694

Email: tmillage@baywest.ca

PRESENT:

Harry Carruthers
Vicki Parton
Michael Fortney
Bruce Morris
Ginny Martin

Tanya Millage, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 7:00 p.m. by the Strata Manager. A quorum was established.

(2) ADOPTION OF PREVIOUS COUNCIL MINUTES

It was moved and seconded to adopt the minutes of the Council meeting of September 5, 2006 as distributed.

CARRIED

*Ginny Martin & Bruce Morris joined the meeting at this time.

(3) PREVIOUS BUSINESS**3.1 SOCIAL CLUB REQUIREMENTS**

Bruce Morris provided Council with the Social Club's list of repair and upgrade items required for the recreation room. Of these, the Club will attend to carpet replacement and installing a new top for the bar. Council will obtain pricing for the plumbing and fireplace repairs so that these may be included in the budget for the upcoming year.

In addition, it was reported that the incorporation of the Club is proceeding.

3.2 EXTERIOR STAIR REPAIRS

In follow up to Section 3.2 of the previous minutes, the President reported that he had met with the City inspector once more and it was concluded that the Strata Corporation may proceed with the stair replacements with some minor amendments. The City has advised that a permit is not required for the project, but has requested a site visit once the first set of steps is completed so that the City can make recommendations should they be necessary.

The Manager will contact the contractor to request commencement of the project by the end of October. Should the contractor not be able to meet that time schedule, another contractor will be chosen for the project.

3.3 FENCE REPLACEMENT

In follow up to Section 3.3 of the previous minutes, it was reported that replacement of the fence has been scheduled for later in the same week.

3.4 SHOWER FLOOR REPLACEMENT

In follow up to Section 3.4 of the previous minutes, it was reported that the shower stall floor replacement has been completed. It was noted that the tiling finish on the walls is not completely satisfactory, and the Manager will contact the contractor to return to address the issue.

3.5 ROOF INSPECTION REPORT

It was reported that Council met with the roofing engineer to obtain details and clarification on the scope of the roof repairs. The engineer strongly recommended against just undertaking repairs to the roofs as this may induce further damage. Instead, the engineer noted that all original roofs are in need of replacement.

The Manager will provide special resolutions and assessment schedules for Council's review at the next meeting so that proposals may be made at the upcoming AGM.

3.6 DRYER VENT CLEANING

In follow up to Section 3.6 of the previous minutes, Council reviewed a second quote for undertaking the cleaning of the common use dryer vent systems. The contractor also provided a per unit price for those owners that would like to take advantage the visit to have their dryer vents cleaned as well.

It was then moved and seconded to accept the quote from Power Vac Systems to clean the common dryers at a cost of \$725.00 plus GST. Once a date is selected, owners will be provided with a notice so that they may sign up for the cleaning.

CARRIED

3.7 DECK EXTENSIONS

In follow up to Section 3.7 of the previous minutes, Council was provided with a list of decks that the site staff has noted as having been extended over the years. Council will review a resolution for proposal at the upcoming AGM, at the next meeting.

3.8 FIRE INSPECTION

In follow up to Section 6.1 of the previous minutes, the Fire Department Inspection report was provided. It was noted that most repair items required, have now been completed. The remaining items are the need to fill holes and gaps around pipes in common areas of three buildings, and to remove the stored tables and chairs from the poolroom. The site staff will be requested to undertake the first item, and will also be requested to place the stored items into the large disposal bin that will be placed shortly.

3.9 COMPOST REMOVAL

In follow up to Section 7.4 of the previous minutes, it was advised that the owner requested to remove the compost bins from a common area, has not done so to date. The owner tending the compost bins has advised that she will not remove the bins. In an effort to provide a compromise, Council will advise the owner that the bins are to be moved to her deck.

3.10 MECHANICAL REPAIR ITEMS

Council reviewed the report received from Latham's after the contractor conducted the cleaning and inspection of all boilers. A number of items were noted as requiring address, although some were noted as not requiring immediate attention. There were however three items that do need to be repaired to ensure safety of the boilers. It was then moved and seconded to accept the quote from Latham's in the amount of \$1,250.00 plus GST to replace two boiler flow switches and a boiler relief valve. **CARRIED**

In addition, Latham's will be requested to investigate the lack of hot water in the 300 building when they are on site.

3.11 POOL STAIR PAINTING

A quote was provided for painting the steps in the pool as required by the Health Inspector. As this item is necessary, it was moved and seconded to accept the quote from Eco Circuit Distributors in the amount of \$1,360.00 plus GST. **CARRIED**

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

The Treasurer reported that the Strata's auditor has advised that some questions on funds of the CRF require address and a meeting will be required. Until the issue is resolved, adoption of the financial statements for July and August is deferred.

4.2 ACCOUNTS RECEIVABLE

The Manager reported that an accounts receivable report was unavailable for the meeting.

Owners are once again reminded that Strata fees are due on the first of every month, without invoice. A \$25.00 late penalty will be charged on late payments. Additionally, a lien will be placed against the title of strata lots if the strata fees over \$1,000. The lien charge is \$ 400.00 plus g.s.t. which will be charged to the delinquent owner's account.

(5) COMMITTEE REPORTS

5.1 MAINTENANCE REPORT

The Maintenance Committee did not provide a formal report, but Council did review the items completed by the site staff over the past month.

5.2 LANDSCAPING COMMITTEE

The Landscaping Committee did not provide a formal report. It was noted however, that fall clean-up bin has been ordered for Friday, October 13. Those residents with large items they would like to dispose of are encouraged to take advantage of the bin that will be placed for the weekend.

5.3 SOCIAL COMMITTEE

The Social Committee did not provide a formal report.

5.4 COMMUNICATIONS COMMITTEE

The Communications Committee advised that the next newsletter will be distributed in mid-October.

5.6 STRATA MANAGER REPORT

The Strata Manager reported that she and the site staff had viewed the basketball court recently, and it was determined that a safety issue is present due to the very poor shape of the surface. It was decided to obtain a quote from a paving contractor to repair the surface.

The Manager also reported that due to a portfolio shift at Baywest a new Strata Manager has been assigned to Cedarbrooke. As Council wishes to ensure that the new manager will be competent to the needs of the complex, a meeting with the proposed Strata Manager will take place so that Council can ensure their criteria is met. The new Manager will attend the next meeting with Ms. Millage for the official hand over, and both Managers' will attend the AGM. Council voiced their displeasure with Baywest's decision to change at this time, but accepts the requirement.

(6) NEW BUSINESS

6.1 AGM PREPARATION

In preparation for the upcoming AGM, Council reviewed items that will need to be included in the package. These include: rule ratification, bylaw amendments, roof proposals, and adoption of an operating budget. A full package will be reviewed at the next meeting. A date for the AGM was also selected for Tuesday, December 5.

6.2 EMERGENCY REPORT

Council received an after hours emergency report from Baywest Management. The report contained an incident where there was smoke emitting from an electrical panel. The owner was advised that the panels are the responsibility of strata lot owners individually, and the owner has had the item repaired.

(7) CORRESPONDENCE

7.1 PET REGISTRIES

Three pet registries were received from owners. Council accepts all for filing, but noted that a new registry form is required so that a description of the pets is included. The Manager will update the form.

7.2 SPEED BUMP PAINTING & GATE REPAIR

An email was received from an owner suggesting that Council reconsider it's decision not to paint the speed bumps, and inquiring as to the status of a gate repair. As it is agreed that the speed bumps may be a safety issue, the site staff will be directed to paint a stripe along the top of the bumps until a complete painting can be undertaken with the lines next year. It was noted that the gate in question has now been replaced.

7.3 DOG ISSUES

A complaint was received from an owner noting that a dog was seen loose in the pool area. The owner suggested that signage be placed to restrict dogs from this amenity. Council agrees with the suggestion, and "dogs prohibited" stickers will be placed on the gates leading into the pool area.

7.4 RECYCLE BINS

A suggestion to place additional recycle bins was received from an owner. As Cedarbrooke has reached it's maximum allotment of bins from the City, additional bins are not possible at this time.

7.5 RENOVATION REQUEST

A letter was received from new owners of a strata lot. The owners advised that they intend to make minor renovations and repairs to the strata lot interior and exterior. The owners will be advised that the interior items are accepted by Council, but that the Strata Corporation will be undertaking any necessary repairs to the balcony floor surface and railing.

7.6 PARKING ISSUES

A letter was received from an owner reporting that a neighbour is parking in a manner causing difficult access for those needing to walk under the carport. The writer will be requested to first speak to the neighbour to attempt to resolve the issue. If no resolve is possible, the owner may submit a complaint on the matter.

7.7 TRUCK PARKING

Council received a response from an owner who was requested to take neighbours into consideration when parking a large truck in a parking stall. Council acknowledges the owner's comments.

7.8 WOODPECKER DAMAGE

Council reviewed an email from an owner reporting several large holes in the south end of building 1000 that are being produced by woodpeckers. The site staff will be requested to replace the siding in this area as this side of the building is in poor condition.

7.9 STAIR REPAIR

A letter was received from an owner reporting that she had injured herself when exiting her unit due to a step that is in need of repair. The insurance company has been notified of the possible claim in accordance with the owner's advice, and a quote to repair the step and walkway has been obtained. It was then moved and seconded to accept the quote from Shore Contracting in the amount of \$4585.00 plus GST to completely replace the stair and walkway. **CARRIED**

7.10 BOAT PARKING

Council received a response from a resident requested to relocate his boat from under the carport due to the item not being contained properly. The owner advised that he has adjusted his boat to fit within the confines of the carport. Council accepts the advice unless a further complaint is received.

7.11 PATIO COVER REQUEST

In follow up to Section 7.10 of the previous minutes, an owner provided a description of the patio cover they would like to install. Due to the material the owner intends to use, the request is denied.

7.12 STAIRLIFT REQUEST

A letter of request was received from an owner who now has difficulty accessing her upstairs unit. The owner is requesting approval to install an electric chair lift in one of the enclosed stairwells leading to her unit. As Council wishes to accommodate owners with disabilities, approval will be granted with conditions.

7.13 RENTAL REQUEST

A letter was received from an owner requesting an extension for permission to rent her unit. As there is one available rental spot, the owner will be provided with approval to rent at this time.

7.14 HALLWAY FLOOR REPAIR

Council reviewed a response received from an owner who was advised that the strata will not be undertaking hardwood repairs. The owner suggested that the repairs are required due to the highway expansion, and that there was a previous decision to repair the floors. The owner will be advised that the highway expansion did not cause hardwood damage to Council's knowledge, and the owner is encouraged to provide any minutes that state that the Strata Corporation would undertake repairs.

(8) NEXT COUNCIL MEETING

The next Council meeting will be held on Tuesday, November 7, 2006 at 7:00 p.m.

(9) ADJOURNMENT

There being no further business, the meeting was adjourned at 10:05 p.m.

Please keep these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

TIME & LOCATION:

7:00 p.m. – Social Room
555 West 28th Street
North Vancouver, BC

2006 STRATA COUNCIL

PRESIDENT

Harry Carruthers

VICE PRESIDENT/COMMUNICATIONS

Ginny Martin - #306

TREASURER/MAINTENANCE

Bruce Morris - #216

SECRETARY/LANDSCAPING

Vicki Parton - #701

SOCIAL COMMITTEE

Michael Fortney - #508

STRATA MANAGER

Jack Foo

BAYWEST MANAGEMENT
300 – 1770 BURRARD STREET
VANCOUVER, BC V6J 3G7

Phone: 257-0325

Direct: 714-1542

Direct Fax: 592-3684

Email: jfoo@baywest.ca

PRESENT:

Bruce Morris
Ginny Martin
Michael Fortney
Vicki Parton
Harry Carruthers

Jack Foo, Baywest Management Corporation
Tanya Millage, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 7:00 p.m. by the Strata Manager. A quorum was established.

GUEST: OWNER IN ATTENDANCE

An owner attended the meeting to request Council consideration and assistance. The owner stated that a large truck parks next to her car and she is unable to exit her parking stall safely due to visibility concerns. The owner also stated that there has been an intermittent leak possibly from the neighbour's tub or toilet into the owner's bathroom, and that this has been ongoing for some time. It was also advised that condensation is appearing on the walls and ceiling of the owner's en-suite bathroom and she suspects that it is caused by the dryer of the same neighbour. Lastly, the owner reported that the residents of the neighbouring unit smoke and the odour enters the owner's unit. The owner expressed a general frustration on repeated attempts to solve these issues and other items of concern – and is requesting assistance from Council.

After the owner vacated the meeting, Council discussed the concerns and it was decided that a letter will be forwarded to the neighbouring owner to demand that the truck be removed from under the carport due to the number of complaints on this issue. A suggestion will also be made for the neighbouring owner to investigate and repair the leaking fixtures.

(2) ADOPTION OF PREVIOUS COUNCIL MINUTES

It was moved and seconded to adopt the minutes of the Council meeting of October 3, 2006 as distributed.

CARRIED

(3) PREVIOUS BUSINESS

3.1 SOCIAL CLUB REQUIREMENTS

Bruce Morris reported that he has not received a recent update on the status of the incorporation of the social club, but he will follow up. Mr. Morris also advised that he has not received any estimates from the Social Club members on the repairs to the pub that the strata is to undertake. This will be obtained as soon as possible.

3.2 EXTERIOR STAIR REPAIRS

In follow up to Section 3.2 of the previous minutes, the President provided a drawing of the new stair treads for the stair replacement project and advised that a quote will be obtained shortly. Mr. Carruthers noted however, that he has not received confirmation from the contractor of an actual commencement date for the project. The Manager will follow up with the contractor to advise that should the work not commence within a set time deadline, another contractor will be chosen. An update will be provided at the next meeting.

3.3 FENCE REPLACEMENT

In follow up to Section 3.3 of the previous minutes, it was reported that replacement of the fence has now been completed. A council member noted that all parties involved appear pleased with the new fence.

As this project has now been completed, the Manager will follow up with the insurance adjuster to determine if the deductible will be recovered from the driver that caused the damage to the fence.

3.4 DRYER VENT CLEANING

In follow up to Section 3.6 of the previous minutes, it was reported that the dryer vent cleaning was performed successfully. All common area dryer vents were cleaned, and many owners signed up for the cleaning as well.

A council member will produce a sign up sheet for a similar cleaning of the chimneys.

3.5 FIRE INSPECTION REPAIRS

It was reported that the site staff has not yet had the opportunity to complete the fire safety repairs as required by the Fire Department, due to a hectic schedule recently. The Manager will follow up with the Caretaker on this item.

It was also noted by Council members that many owners have installed electrical panels without City permits, and **Council therefore wishes to remind all owners that a permit must be taken out with the City when an electrical panel is replaced. It is also suggested that all owners ensure that out of date smoke detectors are replaced as required. Both of these items are necessary to assist with fire prevention and safety.**

3.6 MECHANICAL REPAIR ITEMS

In follow up to Section 3.10 of the previous minutes, the Manager reported that Latham's had completed the replacement of relief valves on some of the boilers as contracted. The report from Latham's is awaited so that Council may be informed as to the status of the hot water issue in building 300. An update will be provided at the next meeting.

3.7 POOL STAIR PAINTING

In follow up to Section 3.11 of the previous minutes, it was reported that painting of the pool stairs has been completed. The pool has now been refilled.

3.8 BASKETBALL COURT RESURFACING

In follow up to Section 5.6 of the previous minutes, Council reviewed a quote for repairing and resurfacing the basketball court on the south end of the property. As the quote is in the \$3,500 range, it was decided to defer the repair until the spring. In the interim, it is noted that a safety issue exists on the court and it was therefore decided that this amenity will be closed until the repairs are made.

3.9 AGM PLANNING

Council reviewed the AGM package presented by the Strata Manager, including the proposed budget for the upcoming year. As directed, the Manager will make any required amendments to the agenda. The agenda will be provided to owners in mid November in time for the meeting date set for December 5. Included in the agenda will be two bylaw amendments, the roof project proposals, ratification of a rule, and the 2007 proposed budget.

Council advises owners that due to the budget including the cost of repairing all extended decks, owners are facing an approximate 12% increase in fees each month. A quote to repair one deck was received in the amount of \$4,660 plus taxes. Therefore, the amount budgeted to repair the extended decks in 2007 has been budgeted at \$22,500.00. The amount of this expense could be amended by owners at the AGM, should owners defeat the bylaw proposal to place extended deck repairs onto the Strata Corporation.

3.10 STEP REPLACEMENT

In follow up to Section 7.9 of the previous minutes, the President reported that the contractor repairing the step in front of one of the units is scheduling the project. The contractor will commence the project as soon as possible. An update will be provided at the next meeting.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

The Treasurer reported that the Strata's auditor and the Baywest Accounting Manager are in the process of making the adjustments to the financial statements as required to show the correct CRF amount. It is hoped that this will be completed shortly so that the AGM can proceed as required, and so that financial statements can be approved.

4.2 ACCOUNTS RECEIVABLE

The Manager reported that as of the date of the meeting, ten owners were in arrears for maintenance fees totaling \$11,021.86. The Manager further reported that one lien was placed last month due to the owner not bringing their account to date, and that two more owners will be forwarded demand letters this month.

Owners are once again reminded that Strata fees are due on the first of every month, without invoice. A \$25.00 late penalty will be charged on late payments. Additionally, a lien will be placed against the title of strata lots if the strata fees over \$1,000. The lien charge is \$ 400.00 plus g.s.t. which will be charged to the delinquent owner's account.

(5) COMMITTEE REPORTS

5.1 MAINTENANCE REPORT

The Maintenance Committee reported that the City is addressing the City owned water main that ruptured during the heavy rain. This drain is located on the NE corner of the property. In addition, it was reported that Milani Drainage was able to clear the drain back up in the room under the social room building. The contractor found that tree roots were the cause of the problem.

As some residents may be aware, a water main that runs under the lawn at the west side of building 200 also ruptured. Paul Murray Contractors dug up the area and has repaired the pipe. The contractor also added gravel, a shut off for future, and fresh topsoil. The total cost for this emergency project is \$3,667.60: this will be paid by the Contingency Reserve Fund.

The President added a suggestion that Council ensure that the main Pressure Reducing Valves for the complex be maintained each year. Latham's will be requested to address these when they complete the next maintenance.

Vicki Parton reported that during refilling of the pool, (after pool lines were repainted), the water level dropped for several days – partly causing the flood in the social room basement. A Westcoast Pool Service diver determined that the hydrostatic valves, (there is one in each main drain), required maintenance: one required cleaning/re-setting and the other required replacement.

5.2 LANDSCAPING COMMITTEE

The Landscaping Committee did not provide a formal report.

5.3 SOCIAL COMMITTEE

The Social Committee did not provide a formal report.

5.4 COMMUNICATIONS COMMITTEE

The Communications Committee reported that the October newsletter has been distributed. Ms Martin also advised that she had viewed the Baywest Online Web service for strata's, and is of the opinion that this web site would meet the needs of the strata. Therefore, it was decided to place appropriate funding into the budget so that the strata could contract these services in the coming year.

5.6 STRATA MANAGER REPORT

The Strata Manager provided an updated pet registry form for Council review. Council accepts the new form, and the document will be added to the welcome packages that go out to new owners.

In addition, the Manager also provided correspondence forwarded to a resident that was previously provided with approval to install a chair lift on a set of stairs. As the true owner of the strata lot is not in favour of the item, permission for the installation has been rescinded.

(6) NEW BUSINESS

6.1 INTRODUCTION TO NEW STRATA MANAGER

Council welcomed the new Baywest Strata Manager, Jack Foo. Owners requiring assistance may contact Mr. Foo at the numbers listed on the front of the minutes.

6.2 INSURANCE APPRAISAL

Council reviewed the annual insurance appraisal that was received from Suncorp Valuations Ltd. The appraisal places the current value of the building and assets at \$18,240,800, which is an increase of \$1,997,800 from last year. Council accepts the appraisal for filing.

The Manager also advised Council that renewal terms would be received prior to the policy expiring on December 31, 2006. The renewal cost will be reported at the next meeting.

6.3 GUTTER CLEANING

Council reviewed a quote that was received from a contractor for complete gutter cleaning throughout the complex. Due to the cost, the Manager was directed to obtain one additional quote before proceeding. Cleaning would be undertaken just after all leaves are down in early December.

6.4 WATER MAIN BREAK

This item was discussed within the maintenance report.

6.5 PIPE LEAKS

It was reported that three recent pipe leaks have occurred, (104, 313 & 612), affecting four separate units. Two of the leaks were caused by pinhole leaks in the domestic water supply, and one was caused by a pinhole in a heating line. As these are emergency repairs, (completed by Latham's), Council decided that 2 of the invoices for the emergency specific portions would be paid from the CRF. All other repair invoices will be paid for from the operating funds. Two quotes were received for re-finishing repairs to walls and floor, and it was decided to proceed with the least expensive quote received from Orka Properties in the amount of \$1,960.00 plus GST. Hardwood repairs in one suite will also be an extra cost, and the Manager is awaiting a quote on this repair.

(7) CORRESPONDENCE

7.1 DOG ISSUES

A letter was received from a resident reporting that two dogs living in the complex are creating a safety issue for other dogs and residents due to their size and behaviour. The resident suggested that the dogs should be muzzled. The resident will be responded to accordingly.

7.2 CABLE & PATIO DOOR REQUEST

An email was received from an owner requesting permission for Shaw Cable to run a cable on the exterior of the building to provide cable to the upstairs of the owner's strata lot, and requesting permission to replace the patio sliders with French doors. The owner will be advised that the cable can be run on the interior of the strata lot, and not on the outside, and that patio doors may only be replaced with the same type of door originally installed.

7.3 COMPOST BIN REMOVAL

A response letter was received from an owner who was previously requested to move a compost bin from common property, onto the owner's patio. The owner suggested that the compost bin need not be removed. The owner will be advised that she has two weeks in which to move the bins, or site staff will dispose of the bins.

7.4 VEHICLE WORK

An email was received from an owner issuing a complaint about work being carried out on a specific van on a continued basis as well as 2 unlicensed vehicles. As mechanical work is not permitted within the bylaws, the owner of the vehicle will be advised that all vehicle work must cease. The same owner will also be advised that storage insurance must be supplied on one of the vehicles, and the 3rd vehicle must be licensed and insured, or moved.

7.5 RENTAL EXTENSION

The Manager provided Council with a letter that was received from an owner requesting an extension to obtain a tenant for her unit. The Manager has provided approval for the extension.

7.6 DRIVEWAY SAFETY

Council reviewed a letter received from an owner reporting occasions of drivers speeding through the complex. The owner suggested that Council undertake to increase the safety in driveways. The owner will be advised that Council is unable to undertake any further actions as there are already signs posted with the speed limit, and speed bumps. A suggestion will be made to the owner however, that the license plate number of a speeder could be taken down and reported if required.

7.7 POSSIBLE ROOF LEAK

A letter was received from an owner reporting that an odour of mould can be detected in the entranceway of the owner's strata lot. The owner suspects a possible roof leak. Site staff have been requested to investigate the odour and advise the Manager accordingly.

(8) NEXT COUNCIL MEETING

The next Council meeting will be scheduled by the newly elected Council at the AGM.

(9) ADJOURNMENT

There being no further business, the meeting was adjourned at 10:15 p.m.

Please keep these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

ANNUAL GENERAL MEETING MINUTES**TUESDAY, DECEMBER 5, 2006****CEDARBROOKE VILLAGE - STRATA PLAN LMS 531****LOCATION:**

Delbrook Recreation Centre
North Building (Maple Room)
600 West Queens Road
North Vancouver
7:00 PM

PRESIDENT

Harry Carruthers

**VICE PRESIDENT
/COMMUNICATIONS**

Ginny Martin - #306

TREASURER/MAINTENANCE

Bruce Morris - #216

SECRETARY/LANDSCAPING

Vicki Parton - #701

SOCIAL COMMITTEE

Michael Fortney

STRATA MANAGER

Jack Foo
Direct Line: 604-714-1542
Direct Fax: 604-592-3684
Email: jfoo@baywest.ca

Strata Accountant

Tiffany Pham
Direct Line: 604-714-1533
Email: tpham@baywest.ca

BAYWEST MANAGEMENT
300 - 1770 BURRARD STREET
VANCOUVER, BC V6J 3G7
24 Hr: 604-257-0325

PRESENT:

90 Strata Lots Represented
62 In Person
28 By Proxy

Tanya Millage, Baywest Management Corporation
Jack Foo, Baywest Management Corporation

Guests:

J.P Jansen - Roof Tech 2000 Consultant
Bob Orr - Accountant

(1) CALL TO ORDER

The meeting was called to order at 7:03 p.m. by the President, Harry Carruthers.

(2) CALLING THE ROLL AND CERTIFICATION OF PROXIES

129 strata lots were eligible to vote at the Annual General Meeting. As a quorum required representation by 1/3 of eligible strata lots, a quorum in this instance required representation by 43 strata lots. As there were 90 strata lots represented at the time of call to order, the meeting was declared competent to deal with the business at hand.

(3) PROOF OF NOTICE OF MEETING

It was MOVED (304) and SECONDED (206) that proper notice of meeting had been provided according to the requirements of the Strata Property Act. **CARRIED**

(4) ADOPTION OF THE AGENDA

It was MOVED (919) and SECONDED (915) to adopt the Agenda as presented. **CARRIED**

It was MOVED (402) and SECONDED (315) to bring forward agenda Item #12 to be discussed before item 11. **CARRIED**

(5) ADOPTION OF ANNUAL / SPECIAL GENERAL MEETING MINUTES

It was MOVED (412) and SECONDED (304) to amend item 12 in the 2005 AGM minutes, to change the wording of " Cedarbrooke Holdings Ltd." to " Cedarbrooke Apartments Ltd." **CARRIED.**

It was MOVED(215) and SECONDED(314) to adopt the Annual General Meeting Minutes of November 30, 2005 as amended. **CARRIED**

It was MOVED(402) and SECONDED(312) to adopt the Special General Meeting Minutes of June 13, 2006 as distributed. **CARRIED**

(6) PRESIDENT'S REPORT

The President's Report was distributed all the owners prior to the AGM and thus it was agreed that there is no further need to orally present the report in the AGM. (see attached president's report)

(7) RATIFICATION OF RULES

It was MOVED (402) and SECONDED (802) to ratify the adopted Rules as presented.

It was then MOVED (102) and SECONDED (304) to amend item 1, first sentence, to add the word "Refundable" in front of the words "damage deposit".

90 In Favour, 0 Opposed

CARRIED

It was then MOVED (308) and SECONDED (105) to amend item 1.b), second sentence, on the second page to add the wording "at their own cost" at the end of the sentence.

90 In Favour, 0 Opposed.

CARRIED

It was then MOVED (105) and SECONDED (306) to amend item 2, first sentence to remove the wording "unless otherwise agreed upon by Strata Council" and to add the words "of Cedarbrooke Village" at the end of the first sentence.

88 In Favour, 2 Opposed

CARRIED

It was MOVED (402) and SECONDED (802) to adopt the Social Room / Pool Rental Agreement Rules as amended.

90 In Favour, 0 Opposed

CARRIED

Owners will find a copy of the newly amended Rules attached to these minutes.

(8) ANNUAL REPORT ON INSURANCE

Each owner was provided with a copy of the insurance certificate for the building as part of the Notice of Annual General Meeting package. It set out the coverage's for the Strata Corporation' insurance coverage. The current policy has annual premium of \$30,517 and will be increased to \$31,284 due to appreciation of the property value.

(9) CONSIDERATION OF ¾ VOTES

¾ VOTE "A" – PATIO REPAIR BYLAW

Be It Resolved that the owners of Strata Corporation LMS 531 – Cedarbrooke Village that the following bylaw be added to those of the Strata Corporation bylaws as follows:

Patio Repairs

14 (5)

- a) the Strata Corporation will repair all the patios and balconies at their current sizes as of September 30, 2006. Repairs are categorized as those that occur less than once a year.

Such repair costs shall be expensed and paid for from the general operating budget each year, which is paid into by all owners.

- b) only identified patios that extend onto common property may be retained at the current size. No future patio extensions will be permitted.

It was MOVED (612) and SECONDED (405) to adopt $\frac{3}{4}$ Vote "A" as presented.

It was then MOVED (708) and SECONDED (706) to amend $\frac{3}{4}$ Vote "A" by replacing the third sentence of part a) as follows: "Such repair costs shall be shared between the owner and Strata Corporation on a pro-rata basis based on the registered strata plan. The Strata Corporation's portion shall be expensed and paid for from the general operating budget each year."

82 In Favour, 8 Opposed

CARRIED

Following further discussion on the item, a vote was called to adopt $\frac{3}{4}$ Vote "A" as amended.

81 In Favour, 9 Opposed

CARRIED

$\frac{3}{4}$ VOTE "B" – INSURANCE & DAMAGE BYLAWS

Be It Resolved that the owners of Strata Corporation LMS 531 – Cedarbrooke Village that the following bylaws be added to those of the Strata Corporation bylaws as follows:

Insurance Claims

16

- (1) (a) an owner, tenant, occupier or visitor must not do, or omit to do, whether deliberately or negligently, any act which would result in costs being incurred by the Strata Corporation.

(b) In the event that loss or damage occurs that gives rise to a valid claim under the Strata Corporation's insurance policies, where such loss or damage arises as a result of a negligent or deliberate act of an owner, tenant, occupier or visitor, then such owner or tenant, or the owner or a tenant who is responsible for the occupier or visitor shall, as permitted by Section 133 of the Act, be responsible for paying to the Strata Corporation, the reasonable costs of the insurance deductible payable by the Strata Corporation.

Damage to Property

16

- (2) (a) In the event of an emergency emanating from a strata lot whose occupant can not be contacted, access for protection of common property and safety, may be gained by force at the owner's expense.

(b) In the event that an owner or any member of their family, guests, servants, agents or tenants cause damage to common property, limited common property or common facilities, the owner or tenant shall be held responsible for such loss and promptly reimburse the Strata Corporation for full costs of repair or replacement of the damage done.

- (i) exceptions to the foregoing are where loss originates from the rupture or malfunction of a permanent public supply line or sewer system, or where the damage originates from common property. These are not the responsibility of the strata lot owner as previously defined, and all these damages shall be the responsibility of the Strata Corporation.
- (ii) Damages to the personal property of an owner or occupant of any unit, together with any upgrading, substituting, improvements or betterments to any unit that have been made or acquired by the owner from those originally installed by the developer, shall be the responsibility of the owner.

It was MOVED (507) and SECONDED (612) to adopt $\frac{3}{4}$ Vote "B" as presented.

Following questions from owners on the item, a vote was called to adopt $\frac{3}{4}$ Vote "B" as presented.
89 In Favour, 1 Opposed **CARRIED**

owners will find attached, the newly adopted bylaws to add to their files.

$\frac{3}{4}$ VOTE "C" – ROOF REPLACEMENT (Option 1)

Be It Resolved that the Owners of Strata Corporation LMS 531 – Cedarbrooke Village that an amount not to exceed \$493,000 be expended to undertake complete re-roofing of all buildings except carports, and buildings 100, 400 main, 700, 800, 1000 and 1200. The funds are to be raised by way of \$100,000 from the Contingency Reserve Fund, and a \$393,000 Special Levy from the Owners based on unit entitlement for each strata lot. Special Levy payments would be due and payable in three equal payments on March 1/07, June 1/07 and September 1/07.

It was MOVED (309) and SECONDED (914) to approve $\frac{3}{4}$ Vote "C" as presented.

Following discussion and questions to the roofing consultant, a vote was called to approve $\frac{3}{4}$ Vote "C" as presented.
82 In Favour, 8 Opposed **CARRIED**

Owners will find attached the payment schedule for the special levies as approved. Please note that Baywest Management will not deduct special levies from those accounts on Auto Withdrawal. Therefore, all owners are requested to submit a series of cheques covering the payment periods attached.

$\frac{3}{4}$ VOTE "D" – ROOF REPLACEMENT (Option 2)

Given that $\frac{3}{4}$ Vote "C" was approved by owners, $\frac{3}{4}$ Vote "D" was not presented or required.

(10) CONSIDERATION OF 2007 OPERATING BUDGET

It was MOVED (309) and SECONDED (206) to adopt the 2007 operating budget as presented.

As there were no further questions or comments on the proposed budget, a vote was called to adopt the 2007 operating budget as presented.
86 In Favour, 3 Opposed, 1 Abstained **CARRIED**

Attached is a strata fee schedule for each strata lot as approved. Owners previously making payment by way of an Auto Withdrawal from their bank accounts need not take any action, as the management company will adjust the strata fees to the new schedule. The new budget takes effect on January 1, 2007.

Owners making payment by way of post-dated cheques are encouraged to send a new series of cheques to the management company. Cheques must be dated for the 1st of each month and made payable to LMS 531.

(11) ELECTION OF 2007 STRATA COUNCIL

A round of applause was extended to the exiting Strata Council for their efforts on behalf of the Strata Corporation over the past year. Tanya Millage then called for volunteers or nominations from the floor. The following owners were nominated or volunteered to hold a position on Council for the upcoming fiscal year:

Harry Carruthers - #412	Doug Maxwell #909
Barb Moi - #206	Wes Pretty - #1207
Ginny Martin - #306	Rob McGreener - #404
Vicki Parton - #701	Sarah Beaton - #803
Michael Fortney - #508	Paul Robson - #708
Steve Robertson - #105	

Following a vote by secret ballot, the following seven Owners were elected to hold Strata Council office for the 2007 fiscal year:

Harry Carruthers #412	Michael Fortney #508
Ginny Martin #306	Paul Robson #708
Vicki Parton #701	Wesley Pretty \$1207
Barbara Moi #206	

The Strata Council will hold its first meeting at 7:00 p.m., Tuesday, January 18th, 2007.

(12) GENERAL DISCUSSION AND QUESTIONS

As most of the owners had vacated the meeting after casting their votes for Council, no formal General Discussion & Questions took place.

(13) ADJOURNMENT

There being no further business, the meeting adjourned at 10:10 p.m.

Submitted by:
Jack Foo, Strata Manager

Please keep these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.